SHARP

MODEL
機型

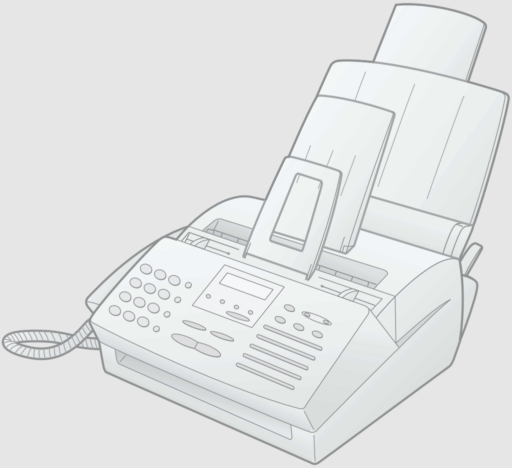
香港電器安全規格
（國際電工委員會規格適合）

FO-2950M

FACSIMILE
傳真機

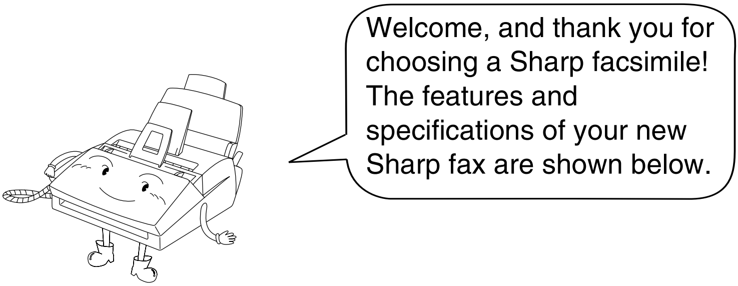
OPERATION MANUAL
使用手冊

1. 安裝
2. 傳送文件
3. 接收文件
4. 複印
5. 撥打電話
6. 連接電話答錄機
7. 特殊功能
8. 列印清單
9. 維護
10. 故障排除



1. Installation
2. Sending Documents
3. Receiving Documents
4. Making Copies
5. Making Telephone Calls
6. Answering Machine Hookup
7. Special Functions
8. Printing Lists
9. Maintenance
10. Troubleshooting

Introduction



Automatic dialling	Rapid Key Dialling: 20 numbers Speed Dialling: 100 numbers
Memory size*	2 MB (approx. 130 pages)
Modem speed	14,400 bps (max.) Automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds
Toner cartridge yield (4% page coverage, A4 paper)	**Initial starter cartridge** (included with fax machine): Approx. 1,875 pages **Replacement cartridge (FO-29DC):** Approx. 3,750 pages
Drum cartridge yield	**Initial starter cartridge** (included with fax machine): 20,000 pages (ave.) **Replacement cartridge (FO-29DR):** 20,000 pages (ave.)
Scanning resolution	**Fax/copy:** **Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm **PC:** Enhanced 600 dpi

*Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Automatic document feeder	20 pages max. (80 g/m^2 A4 paper)
Halftone (grayscale)	64 levels (PC scan: 256 levels)
Paper tray capacity	200 sheets (80 g/m^2 A4 paper)
Compression scheme	MMR, MR, MH, Sharp (H2)
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Printing resolution	**Horizontal:** 16 lines/mm **Vertical:** 15.4 lines/mm **PC Printing:** 600 dpi (enhanced 1,800 dpi)
Input document size	Automatic feeding: Width: 148 to 216 mm Length: 140 to 297 mm Manual feeding: Width: 148 to 216 mm Length: 140 to 1,000 mm
Effective Scanning width	210 mm max.
Effective Printing width	202 mm max.
Reception modes	Fax, Tel, Tel/Fax, A.M.
Scanning speed	8 ppm (A4 paper)
Full Dual Access	Yes
Copy function	Single/Multi/Sort (99 copies/page)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	10 - 30°C
Humidity	20 to 85% RH
Power consumption	Standby: 9.0 W Maximum: 840 W

Dimensions	Width: 386 mm Depth: 398 mm Height: 169 mm
Weight	Approx. 6.3 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Be sure to save these instructions!

When using your facsimile equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.
- This machine must only be connected to a 220-240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.
- Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.
- Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.

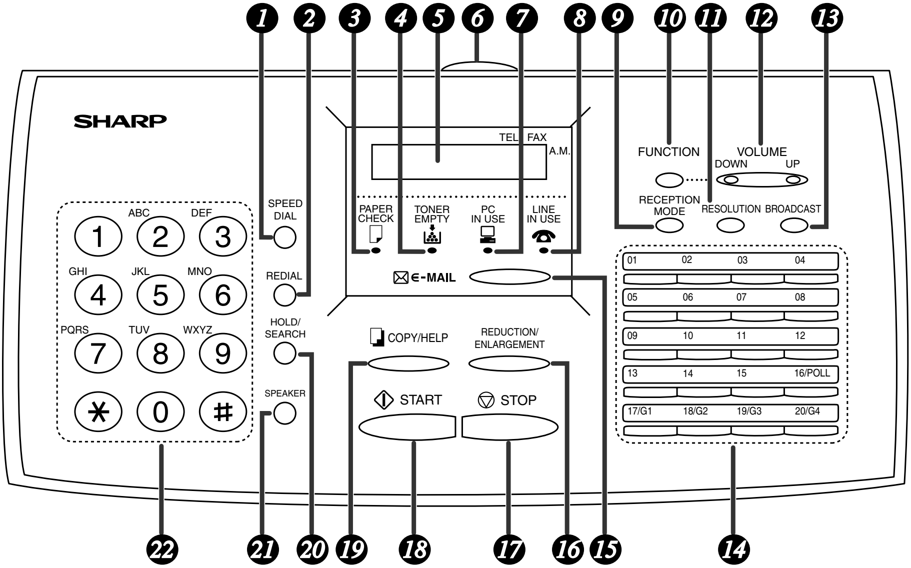
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.
- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot safely remove, unplug the machine and consult a qualified service representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The socket-outlet must be installed near the equipment and must be easily accessible.

Important:

- This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- This facsimile machine is not compatible with digital telephone systems.

Table of Contents

A Look at the Operation Panel



1 **SPEED DIAL key**
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.

2 **REDIAL key**
Press this key to automatically redial the last number dialled.

3 **PAPER CHECK indicator**
This lights when the paper tray is out of paper, the paper has jammed, the printer compartment cover is open, or a paper size error has occurred.

4 **TONER EMPTY indicator**
This blinks when the toner cartridge nears empty and lights steadily when the toner cartridge needs replacement.

5 **Display**
This displays messages and prompts during operation and programming.

❻ **Panel release**
Grasp this release and pull toward you to open the operation panel.

❼ **PC IN USE light**
This blinks when data is being sent to or from the computer connected to the fax machine.

❽ **LINE IN USE light**
This lights when the fax machine is using the telephone line.

❾ **RECEPTION MODE key**
Press this key to select the reception mode. An arrow in the display will point to the currently selected reception mode.

❿ **FUNCTION key**
Press this key to select special functions and settings.

⓫ **RESOLUTION key**
Press this key to adjust the resolution for faxing or copying.

⓬ **VOLUME (UP/DOWN) keys**
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times. The keys can also be used to scroll through **FUNCTION** key settings.

⓭ **BROADCAST key**
Press this key to send a document to a group of receiving fax machines.

⓮ **Rapid Dial Keys**
Press one of these keys to dial a fax number automatically, or send a document as an E-mail attachment to a preset E-mail address.

⓯ **E-MAIL key**
Press this key to send a document as an E-mail attachment. After you press the key, your specified E-mail program will open to let you enter the E-mail address, a subject, and a message if desired. (For details on setting up and using this function, see *Setting Up the E-mail Key* in Chapter 5 of the Online Guide.)

16 **REDUCTION/ENLARGEMENT key**
Press this key to select an enlargement or reduction setting when making a copy of a document.

17 **STOP key**
Press this key to cancel an operation before it is completed.

18 **START key**
Press this key to begin transmission when using Speed Dialling, Direct Keypad Dialling, or Normal Dialling.

19 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

20 **HOLD/SEARCH key**
When dialling, press this key to search for an auto-dial fax number. During a phone conversation, press this key to put the other party on hold.

21 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

22 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

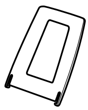
1. Installation

Unpacking Checklist



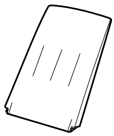


Original document support



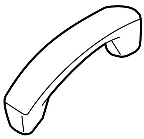


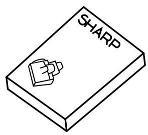
Rapid Key labels



Received document tray

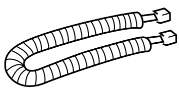
Handset

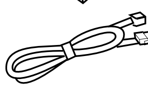




Operation manual

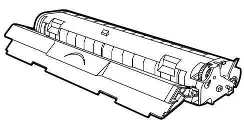
Handset cord

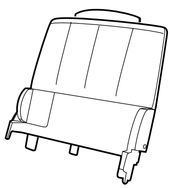




Telephone line cord

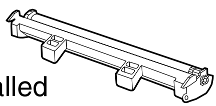
Toner cartridge

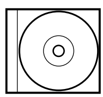




Paper tray

Drum cartridge (comes pre-installed in machine)

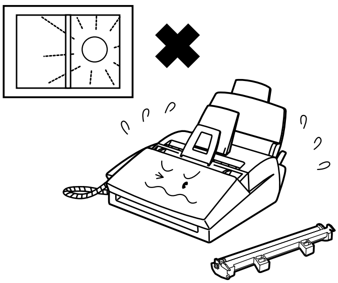




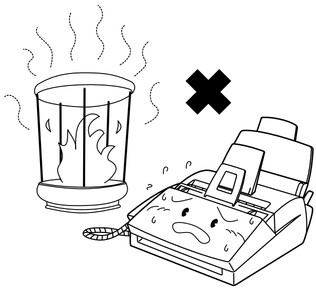
Sharp Laser Multifunction CD-ROM

Connections

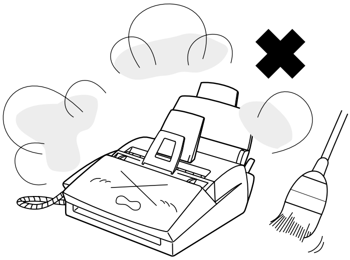
Points to keep in mind when setting up



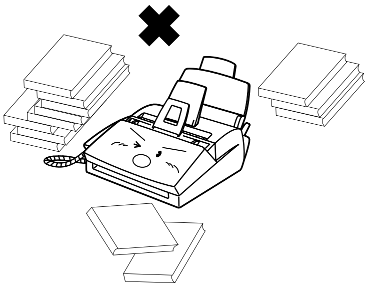
Do not place the machine or the drum cartridge in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

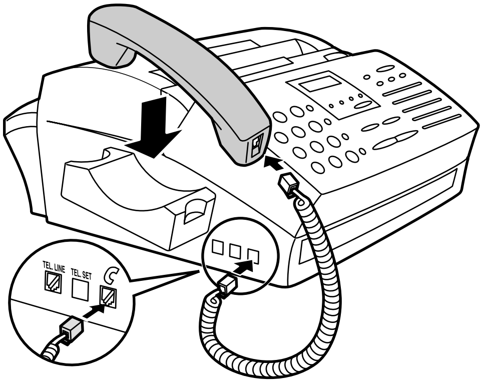
About condensation

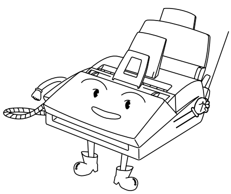
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

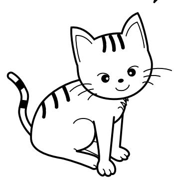
Connecting the Handset

Connect the handset as shown and place it on the handset rest.

♦ The ends of the handset cord are identical, so they will go into either socket.



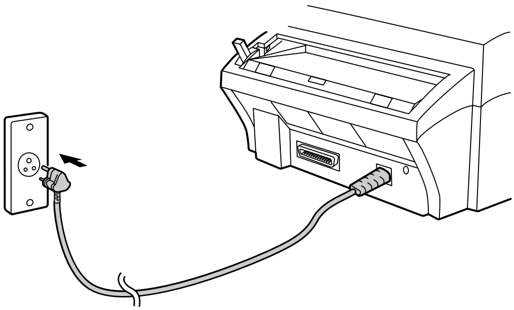


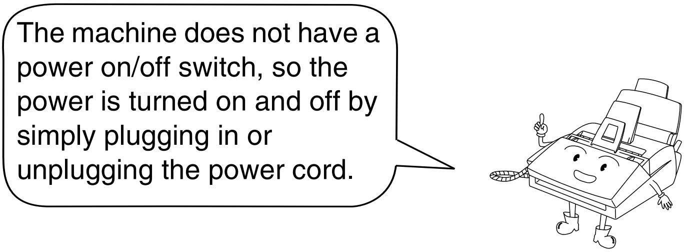


Connecting the power lead

Plug the power lead into a 220-240 V, 50/60 Hz, earthed (3-prong) AC outlet.

- ♦ When disconnecting the fax, unplug the telephone line cord before unplugging the power lead.
- ♦ **Caution**: The mains outlet (socket outlet) should be installed near the equipment and be easily accessable.





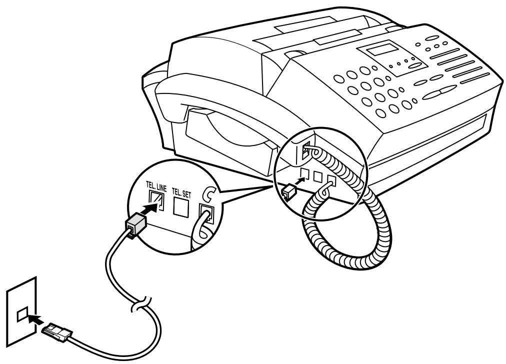
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at your dealer or most telephone specialty stores.

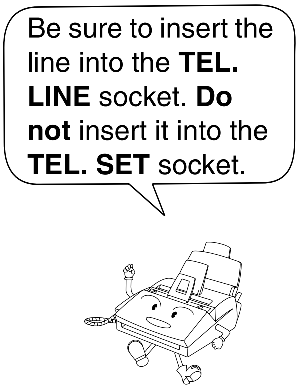
Moving your fax and reconnecting

Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

Connecting the telephone line cord

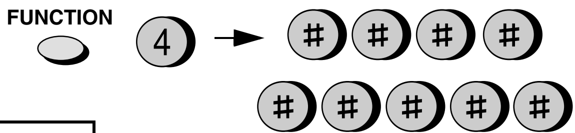
Insert one end of the line cord into the socket on the left side of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.





Note: Your fax is set for tone dialling. If you are on a pulse dial line, you must set your fax for pulse dialling. Press the keys on the operation panel as follows:

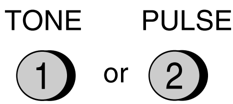
1 Press these keys:



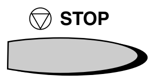
The display will show:

```
DIAL MODE
1=TONE, 2=PULSE
```

2 Press **1** to select tone dialling, or **2** to select pulse dialling.

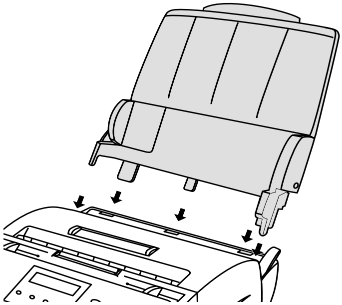


3 Press the **STOP** key to return to the date and time display.

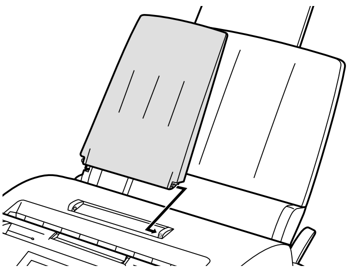


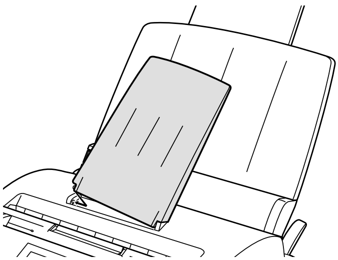
Attaching the paper tray and document supports

Attach the paper tray.



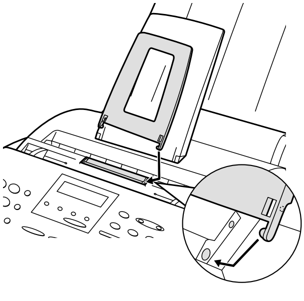
Attach the received document tray.

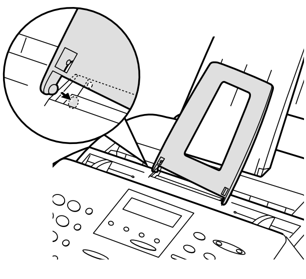




Attach the original document support.

- ♦ Make sure the front side of the support faces you (the support should curve slightly toward you).



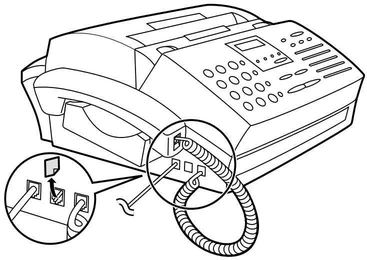


Extension phone (optional)

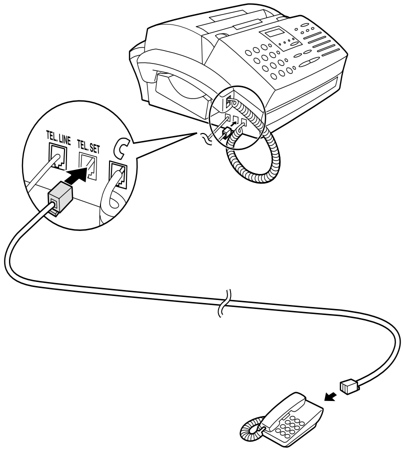
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

♦ To connect an answering machine to your fax, see Chapter 6, *Answering Machine Connection*.

1 Remove the seal covering the **TEL. SET** socket.

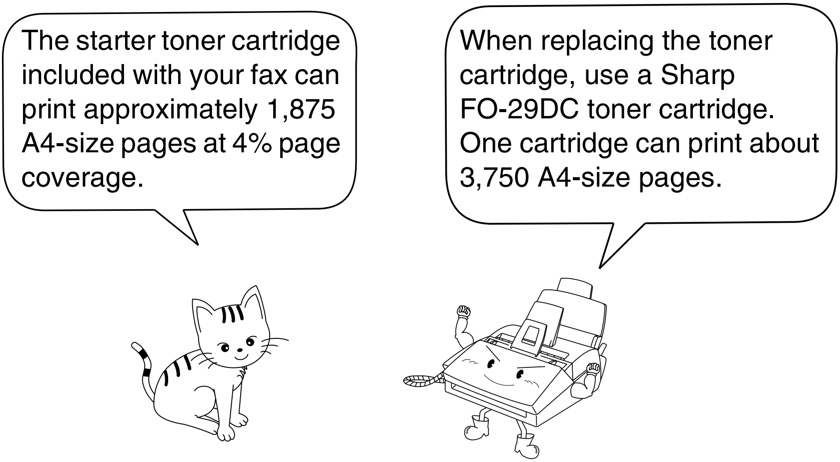


2 Connect the extension phone line to the **TEL. SET** socket.



Installing the Toner Cartridge

The laser printer in your fax machine uses a toner cartridge and a drum cartridge. The drum cartridge comes pre-installed, and the toner cartridge must be installed.



- ♦ The drum cartridge can print approximately 20,000 A4-size pages. When replacing the drum cartridge, use a Sharp FO-29DR drum cartridge.

Follow the steps below to install the toner cartridge and prepare the drum cartridge.

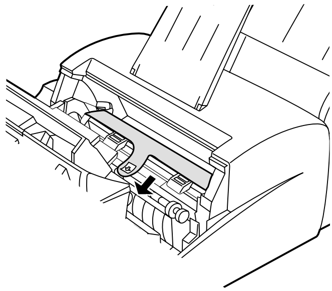
1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.



- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

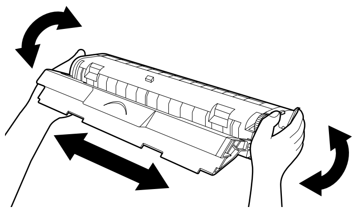
2 The drum cartridge has been installed at the factory. Gently pull the paper tab to remove the black sheet of protective paper from the cartridge.

- Be careful not to tear the paper nor leave any pieces of paper in the machine.

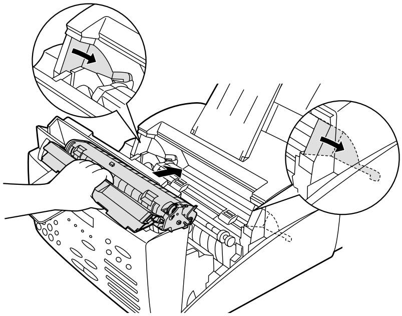


3 Remove the new toner cartridge from its packaging. Shake the cartridge side to side four or five times to distribute the toner evenly within the cartridge.

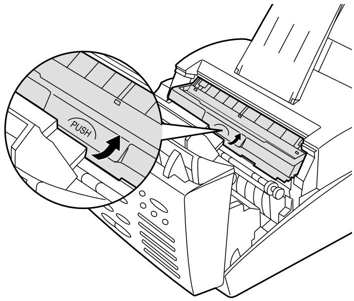
Carefully remove the band and the cardboard packaging material from the toner cartridge.



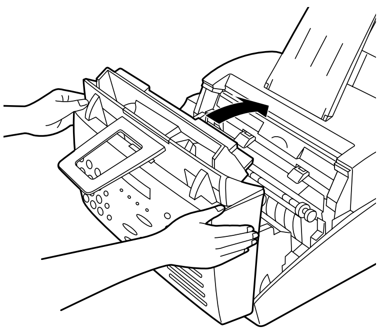
4 Hold the toner cartridge by the handle with the stamped markings on the cartridge facing upwards, and insert the cartridge into the print compartment.



5 Place your thumb on the centre of the handle where it is marked **PUSH**, and push the handle down and in so that the cartridge fits into place.

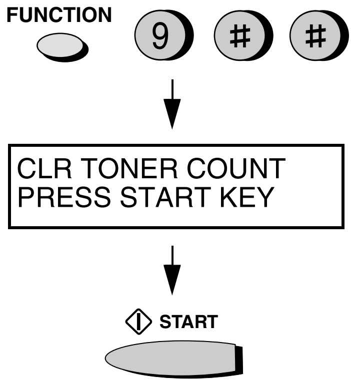


6 Close the print compartment cover, pressing down firmly on each side to make sure it is completely closed.



7 Reset the toner counter by pressing the following keys:

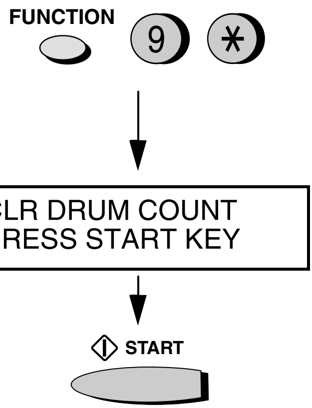
Display shows:



8 Reset the drum counter by pressing the following keys:

- **Note:** This setting is only necessary after you have replaced the drum cartridge (not after replacing the toner cartridge).

Display shows:



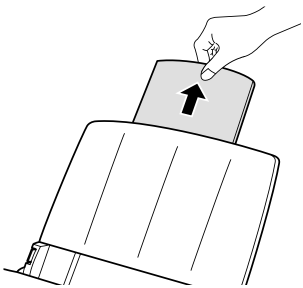
Loading Printing Paper

You can load up to 200 sheets of A4 paper (max. 80 g/m^2) in the paper tray.

Caution!
Do not use the blank side of paper that has already been printed on.

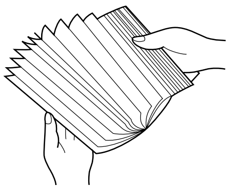
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1 Pull out the paper tray extension.



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2 Fan the paper, and then tap the edge against a flat surface to even the stack.

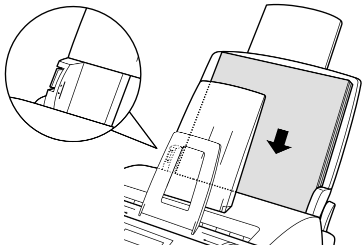


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3 Pull the paper release lever toward you.



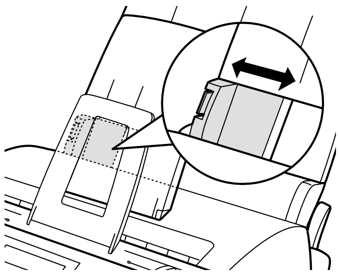
4 Insert the stack of paper **firmly** into the tray, **print side up**.



- Make sure that the stack is not higher than the marked line. Loading too much paper may cause paper jams and misfeeds.
- If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.

Important:
Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.

5 Make sure the stack of paper is aligned against the right paper guide, and then gently move the left paper guide to the **A4** position.

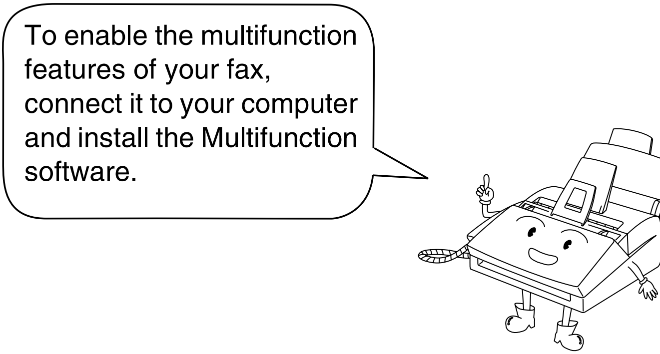


6 Push the paper release lever back down.



- **Note:** If the paper does not feed correctly, remove the entire stack from the tray and repeat the loading procedure from the beginning.

Setting Up the Multifunction Interface



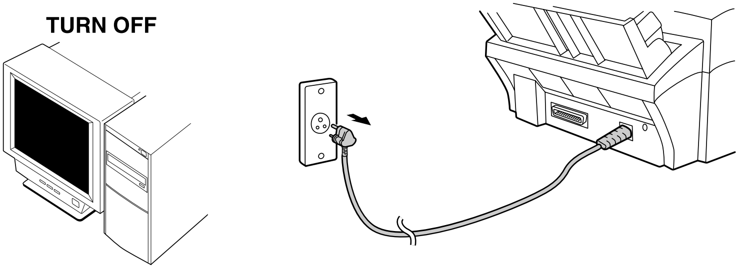
Connecting the parallel cable

Connect the fax machine to your computer with a parallel cable.

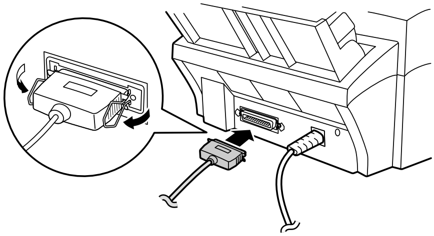
- ♦ If you do not have already have a parallel cable, you can purchase one from your dealer or any computer store.
- ♦ Make sure the cable is IEEE 1284-compliant. We recommend a shielded cable no longer than two meters.

---

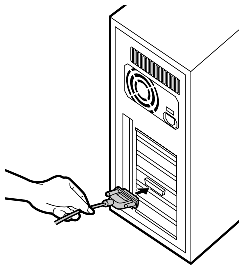
1 Make sure your computer is turned off and the fax machine is unplugged.



2 Connect one end of the cable to the port on the Sharp Laser Multifunction fax. Snap the clips on each side of the port onto the cable connector to secure it.



3 Connect the other end of the cable to the parallel port on the back of your computer.



Note: There is normally no need to change the parallel port setting in your computer's setup (BIOS) program. However, if you find that the Sharp Laser Multifunction fax does not operate well when scanning or printing, you may need to change the setting. In this case select ECP, PS2, Bi-directional, or an equivalent parallel port mode.

Installing the Multifunction software

Minimum system requirements

Processor:	Pentium 90 MHz or higher
Operating system:	Windows® 95/98, Windows NT® 4.0 (Service Pack 3 or later), English version
Physical RAM:	Windows 95/98: 16 MB Windows NT 4.0: 32 MB
Free hard-disk space:	Windows 95/98: 30 MB Windows NT 4.0: 35MB

- ♦ The Sharp Laser Multifunction software cannot be installed by Plug and Play. If the **New Hardware Found** box appears when you turn on your computer, click the **Cancel** button to exit the dialog box.
- ♦ If you have other multifunction device software installed in your computer, uninstall that software before installing the Sharp Laser Multifunction software. Otherwise, the Sharp Laser Multifunction software may not function correctly.

1. Insert the Sharp Laser Multifunction CD into your computer's CD-ROM drive.
2. If the **Sharp Laser Multifunction Setup** window appears, click **Next** in the window and go to step 4. If the window doesn't appear, click the **Start** button on the Windows taskbar and select the **Run...** command.
3. Type **e:\setup** in the **Open** text box, where **e** is the letter of your CD-ROM drive, and then click **OK**.
4. Follow the instructions that appear on the screen.
5. When installation is completed, restart your computer.

Online Operation Guide

Detailed instructions for using the Sharp Laser Multifunction software can be found in the Online Guide on the CD. To open the guide, follow these steps:

1. Insert the Sharp Laser Multifunction CD into your CD-ROM drive. (If the **Sharp Laser Multifunction Setup** window appears, click **Cancel** and then **Exit Setup** to close the window.)

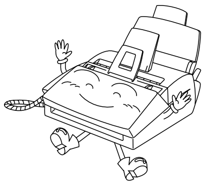
2. Click the **Start** button on the Windows taskbar, point to **Programs**, and then point to **Sharp Laser Multifunction**. Click **Online Guide**.

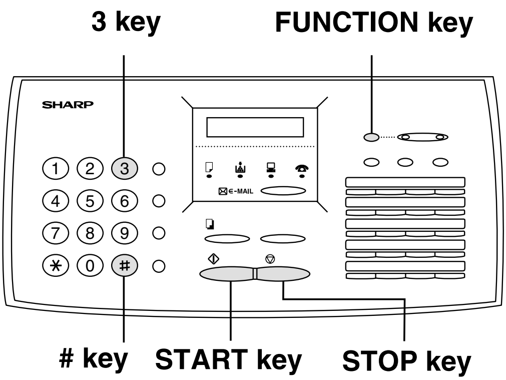
Entering Your Name and Fax Number

Before you can begin using your fax machine, you must enter your name and fax (telephone) number. You also need to set the date and time.



Once you enter this information, it will automatically appear at the top of each fax page you send.





---

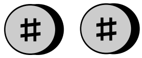
1 Press these keys:

FUNCTION 3

The display will show:

```
ENTRY MODE
PRESS ✱ OR #
```

2 Press the **#** key twice.
(Or the **UP** key twice.)

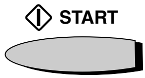


The display will show:

```
OWN NUMBER SET
PRESS START KEY
```

Note: When scrolling through the settings, you can press the **UP** key in place of the **#** key, and the **DOWN** key in place of the ✱ key.

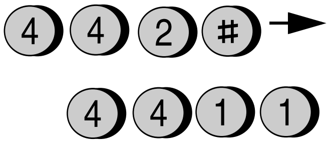
3 Press the **START** key.



The display will show:

```
ENTER FAX #
```

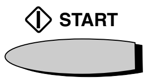
4 Enter your fax number by pressing the number keys (max. of 20 digits).



(Example)

- To insert a space between digits, press the **#** key. To enter a "+", press the ✱ key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

5 Press the **START** key to enter the fax number in memory.



The display will show:

```
ENTER YOUR NAME
```

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 77777 444 22 7777 SPEAKER 77

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

♦ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.
(The **SPEAKER** key moves the cursor forward, and the **HOLD/ SEARCH** key moves the cursor backward.)

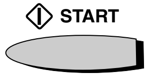
♦ To clear a mistake, press the **SPEED DIAL** key.

♦ To change case, press the **REDIAL** key.

♦ To select one of the following symbols, press the **#** key or the **∗** key repeatedly:
. / ! " # $ % & ’ ( ) ∗ + , - : ; < = > ? @ [ ] ^ _ ' { | }

Cursor: A dark square mark in the display that indicates where a number or letter will be entered.

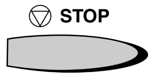
7 Press the **START** key.



The display will show:

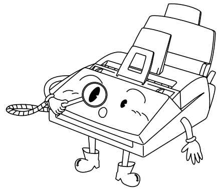
```
SECURITY SELECT
1=ON, 2=OFF
```

8 Press the **STOP** key to return to the date and time display.

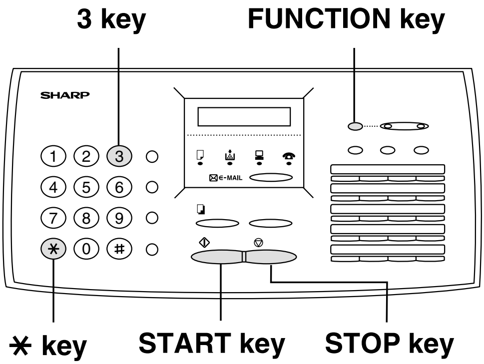


Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax.



Set the date and time by pressing the keys on the operation panel as shown below.



---

1 Press these keys:

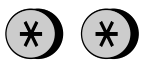


The display will show:

ENTRY MODE PRESS * OR #

---

2 Press these keys:

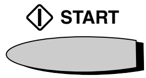


The display will show:

DATE & TIME SET PRESS START KEY

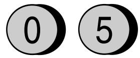
3 Press the **START** key.

- The currently set date will appear in the display.



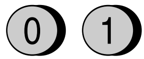
4 Enter a two-digit number for the day (“01” to “31”).

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake and then enter the correct number.



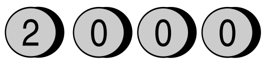
Example: the 5th

5 Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).



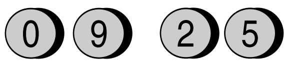
Example: January

6 Enter the year (four digits).



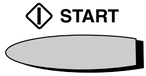
Example: 2000

7 Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).



Example: 9:25

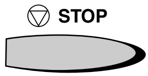
8 Press the **START** key to start the clock.



The display will show:

```
STORE JUNK FAX #
1=SET, 2=CLEAR
```

9 Press the **STOP** key to return to the date and time display.



Setting the Reception Mode

Your fax machine has four modes for receiving incoming calls and faxes:

TEL mode:
This is the most convenient mode for receiving phone calls. You can also receive faxes; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

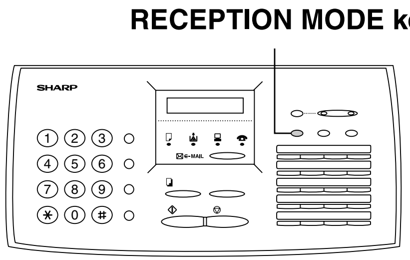
FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

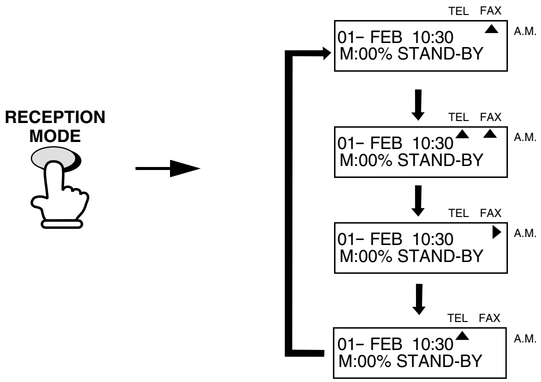
TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

Setting the reception mode

Press the **RECEPTION MODE** key until the arrow in the display points to the desired mode.





For more information on receiving faxes in TEL, TEL/FAX and FAX modes, see Chapter 3, *Receiving Documents*. For more information on using A.M. mode, see Chapter 6, *Answering Machine Connection.*

Selecting the receiving unit

If you have connected the fax machine to a computer and installed the Multifunction software, you can choose whether to have incoming faxes received to the fax machine or the computer.

♦ The initial setting is FAX (reception to the fax machine).

---

1 Press these keys:

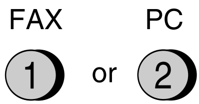


The display will show:

```
RECEIVE UNIT
1=FAX, 2=PC
```

---

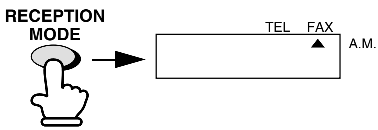
2 Press **1** (FAX) to select the fax machine, or **2** (PC) to select the computer.



- The display briefly shows your selection and then reverts to the date and time display.

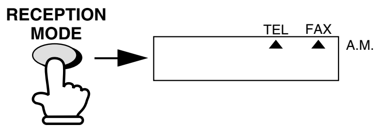
---

3 If you selected reception to the computer and want the computer to answer all calls automatically, set the reception mode of the fax machine to FAX.



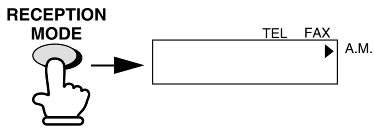
- Make sure the Multifunction Desktop software is running and **Fax Receive** is selected (a checkmark appears next to it) in the Fax menu of the Multifunction Desktop. (If not, the fax machine will receive faxes.)

4 If you selected reception to the computer but also want to receive voice calls, set the reception mode of the fax machine to TEL/FAX.



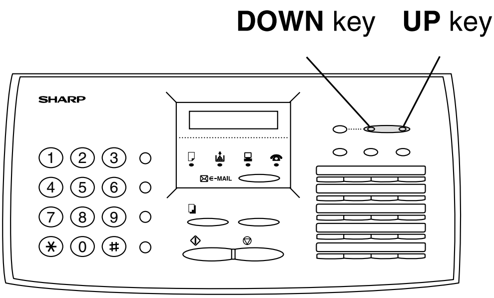
- The Multifunction Desktop will receive a fax only if the sending machine issues a fax tone. (Make sure that **Fax Receive** is selected in the Fax menu of the Multifunction Desktop.) To receive a fax after picking up the handset, press the **START** key (in this case, the fax machine will receive the fax).

5 If you selected reception to the computer but also want to receive voice messages in an answering machine connected to the fax machine as explained in Chapter 6, set the reception mode of the fax machine to A.M.



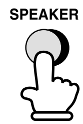
Volume Adjustment

You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys.

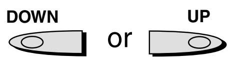


Speaker

1 Press the **SPEAKER** key.



2 Press the **UP** or **DOWN** key.



Display:

```
29-JAN  01:44
SPEAKER : HIGH
```

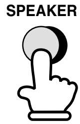
↕

```
29-JAN  01:44
SPEAKER : MIDDLE
```

↕

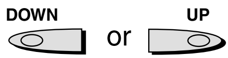
```
29-JAN  01:44
SPEAKER : LOW
```

3 When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.



Ringer

1 Press the **UP** or **DOWN** key. (Make sure the **SPEAKER** key has not been pressed.)



- The ringer will ring once at the selected level, and then the date and time will reappear in the display.

Display:

```
29-JAN  01:44
RINGER : HIGH
```

↕

```
29-JAN  01:44
RINGER : MIDDLE
```

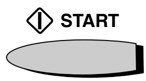
↕

```
29-JAN  01:44
RINGER : LOW
```

↕

```
RINGER : OFF OK ?
OK:PRESS START
```

2 If you selected RINGER : OFF OK?, press the **START** key.

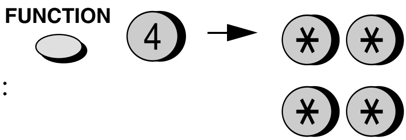


Beep length

Your fax normally signals the end of transmission, reception, or copying with a 3-second beep. If desired, you can change the duration of the beep to 1 second or turn the beep off.

---

1 Press these keys:



The display will alternately show:

```
BEEP LENGTH
1=3 SEC, 2=1 SEC
```

↓ ↑

```
BEEP LENGTH
3=NO BEEP
```

---

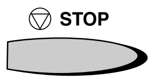
2 Press **1** for 3 seconds, **2** for 1 second, or **3** for no beep.



Example:
No beep

---

3 Press the **STOP** key to return to the date and time display.



2. Sending Documents

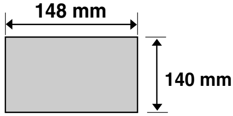
Transmittable Documents

Size and weight

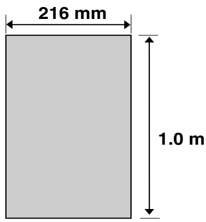
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

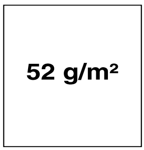
Minimum size



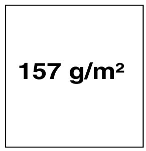
Maximum size



Minimum weight

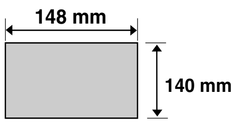


Maximum weight

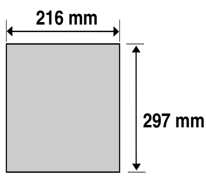


Loading several pages at once:

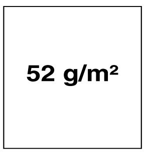
Minimum size



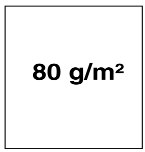
Maximum size



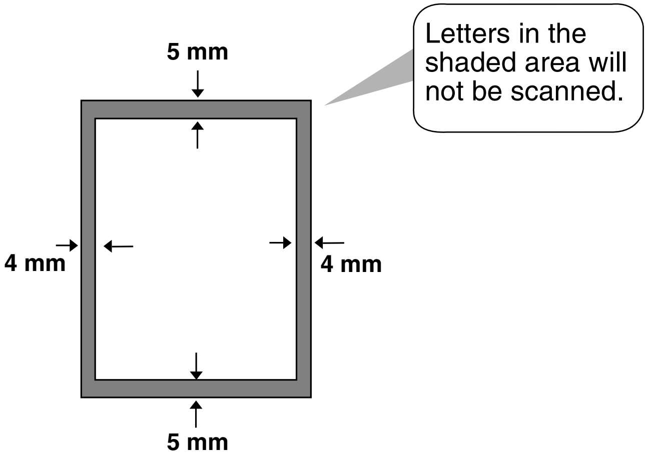
Minimum weight



Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick coated surface should be photocopied, and the copy loaded in the feeder.

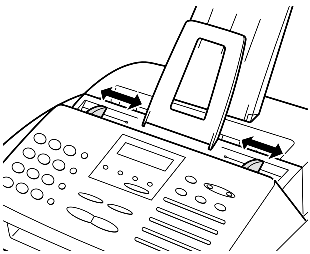
Loading the Document

Up to 20 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- ♦ If you need to send or copy more than 20 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

---

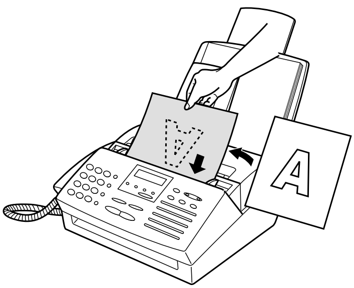
1 Adjust the document guides to the width of your document.



---

2 Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

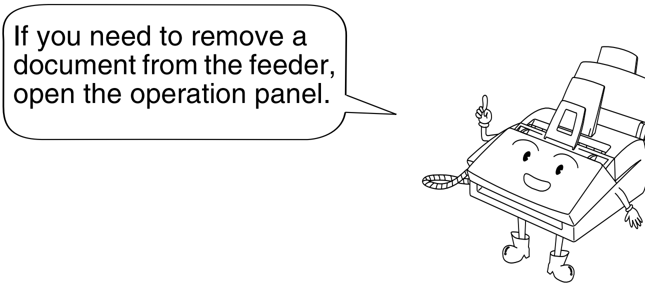
- The feeder will draw the leading edge of the document into the machine. SEND READY will appear in the display.



3 Adjust the resolution and/or contrast settings (if desired) as explained in the section *Resolution and Contrast* on the following pages, then dial the receiving machine as explained in *Sending a Fax by Normal Dialling* which appears later in this section.

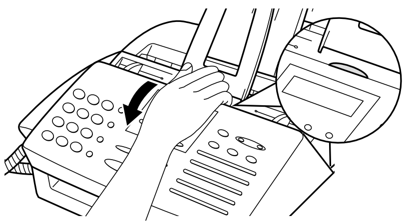


Removing a document from the feeder

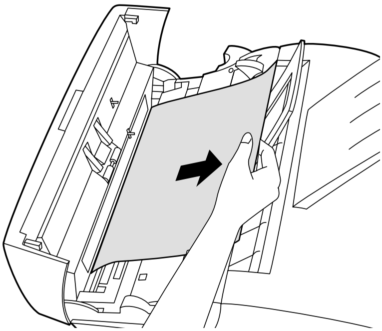


Important!
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

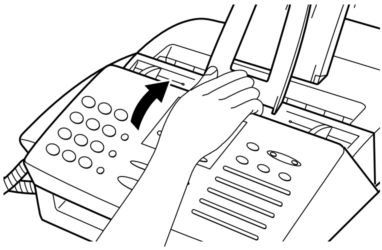
1 Grasp the panel release and pull up to open the operation panel.



2 Remove the document.

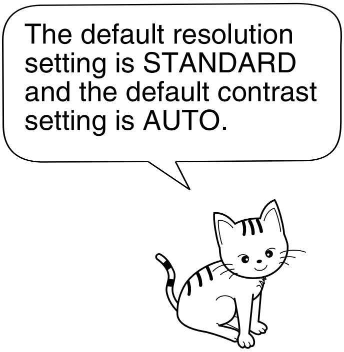


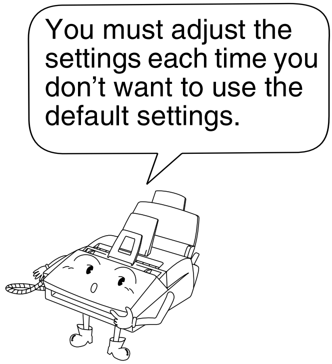
3 Close the operation panel, making sure it clicks into place.



Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.





Note: The resolution and contrast settings are only effective for sending and copying a document. They are not effective for receiving a document.

Resolution settings

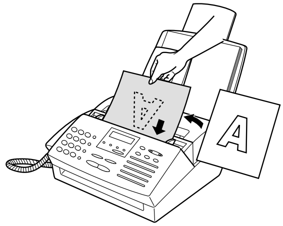
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

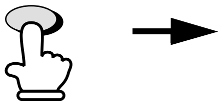
1 Load the document(s).

- The document must be loaded before the resolution and contrast can be adjusted.



2 Press the **RESOLUTION** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you scroll through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.



29-JAN 01:44
STANDARD :AUTO

29-JAN 01:44
FINE :AUTO

29-JAN 01:44
SUPER FINE :AUTO

29-JAN 01:44
HALF TONE :AUTO

29-JAN 01:44
STANDARD :DARK

29-JAN 01:44
HALF TONE :DARK

Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Changing the default resolution

If desired, you can change the default resolution for faxing documents to FINE. Follow the steps below.

---

1 Press these keys:

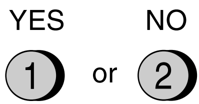


The display will show:

```
FINE PRIORITY
1=YES, 2=NO
```

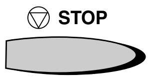
---

2 Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.



---

3 Press the **STOP** key to return to the date and time display.



Sending a Fax by Normal Dialling

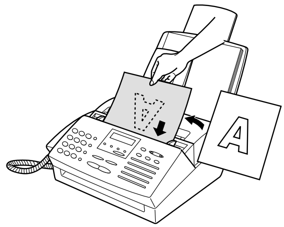
With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)

♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

---

1 Load the document(s). (Note: If desired, you can load the document after dialling in Step 3, below.)

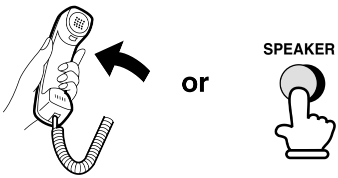


- SEND READY appears in the display.
- Set the resolution and/or contrast if desired.



---

2 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



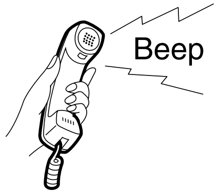
---

3 Dial the number of the receiving machine by pressing the number keys.



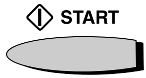
(Example)

4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.



- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

5 When you hear the reception tone, press the **START** key. Replace the handset if you used it.



- When transmission is completed, the fax will beep once.

Using the REDIAL key

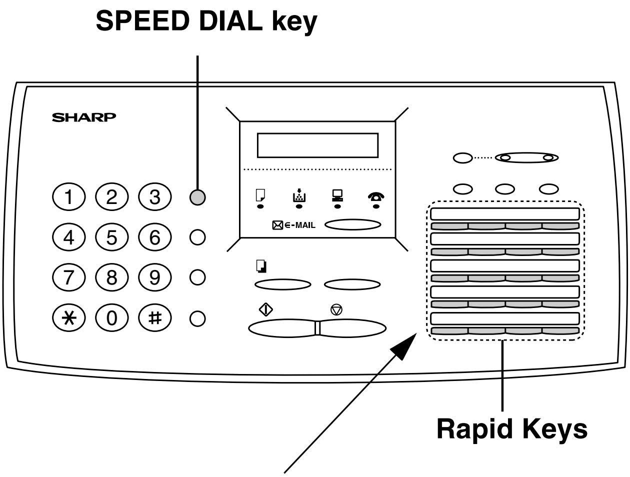
You can press the **REDIAL** key to redial the last number dialled. To send a document, press the **START** key when you hear the fax tone after the connection is established. Note that the speaker is automatically activated when you press the **REDIAL** key.

Sending a Fax by Automatic Dialling

You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

To use a Rapid Key or Speed Dial number, you must first program the full fax number in the Rapid Key or Speed Dial number. It is usually convenient to program your most frequently dialled numbers in Rapid Keys.

- ♦ 20 Rapid Keys and 100 Speed Dial numbers are available.
- ♦ You can also store an area code or access code in a Rapid Key or Speed Dial number.
- ♦ You can use a Rapid Key or Speed Dial number to send a fax as an E-mail attachment to an E-mail address. To program a Rapid Key or Speed Dial number for E-mail, see Chapter 5, *Using the Multifunction Control Panel*, of your online operation guide.



Attach the Rapid Key labels above the Rapid Keys as shown here. When you store a number in a Rapid Key, write the name of the party on the label.

Storing fax and telephone numbers for Automatic Dialling

1 Press these keys:



The display will show:

```
FAX/TEL # MODE
1=SET,2=CLEAR
```

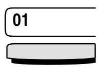
2 Press the **1** key to select SET.



The display will show:

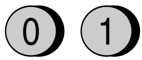
```
FAX/TEL # SET
SPEED # OR RAPID
```

3 To store a number in a Rapid Key, press the desired Rapid Key.



Example:
Rapid Key 01

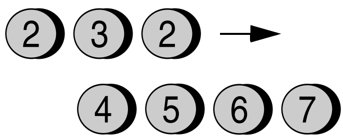
To store a Speed Dial number, enter the desired 2-digit number (from **00** to **99**) by pressing the number keys.



Example:
Speed Dial 01

4 Enter the fax or voice number by pressing the number keys.

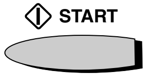
- To clear a mistake, press the **SPEED DIAL** key.



(Example)

♦ If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.

5 Press the **START** key.



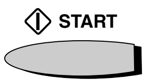
6 Enter the name of the party by pressing the number keys as shown below. (If you don't want to enter a name, go directly to Step 7.)

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

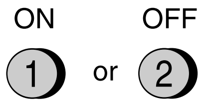
Example: SHARP = 77777 444 22 7777 SPEAKER 77

- To clear a mistake, press the **SPEED DIAL** key.
- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.
- To select one of the following symbols, press the **#** key or the ✱ key repeatedly:
  . / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [ ] ^ _ ' { | }

7 Press the **START** key.

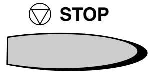


8 Press **1** if the number programmed is an area code or access code to be used for Chain Dialling (see *Chain Dialling for area and access codes* below). Press **2** (or **START**) if the number is a regular fax or voice number.



9 Return to Step 3 to store another number, or press the **STOP** key to return to the date and time display.

Step 3 or



Chain Dialling for area and access codes

You can also program an area code or access code in a Rapid Key or Speed Dial number using the above programming procedure. In Step 8, press **1** to set the number as a Chain Dialling number.

After you dial an area code or access code using a Rapid Key or Speed Dial number set for Chain Dialling, the fax machine will wait for you to dial the remainder of the number (you can dial the remainder of the number by pressing a Rapid Key, by pressing the Speed Dial key and entering a Speed Dial number, or by pressing numeric keys). Note that the remainder of the number should **not be set** as a Chain Dial number if programmed in a Rapid Key or Speed Dial number.

♦ The maximum number of digits that can be dialled at one time by Chain Dialling is 50.

Clearing auto-dial numbers

1 Press these keys:



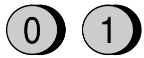
The display will show:

```
FAX/TEL # MODE
1=SET,2=CLEAR
```

2 Press **2** to select CLEAR.

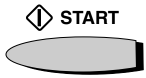


3 Press the Rapid Key or enter the Speed Dial number (press the number keys) that you want to clear.



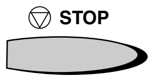
Example:
Speed Dial 01

4 Press the **START** key.



5 Return to Step 3 to clear another number, or press the **STOP** key to return to the date and time display.

Step 3 or



Note: You cannot clear a number if it is used in a timer operation or is included in a Group Key. First clear the number from the operation or group, then clear the Rapid Key or Speed Dial number. To check where the number is used, print out the Group List or the Timer List as explained in Chapter 8.

Making changes

To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display in Steps 4 and 6.

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Dual Access

The fax machine features full dual access, which means that you can load a document and dial by automatic dialling even when the fax machine is occupied with another operation. After you dial, your document will be immediately scanned into memory and then transmitted once all previously set operations have been completed.

If more than one document has been scanned into memory for transmission, the documents will be transmitted in the order in which they were scanned.

- ♦ The fax machine can hold approximately 110 pages of average content in memory. Less pages can be held if any pages are scanned using fine or halftone resolution.
- ♦ The maximum number of transmission jobs that can be held at once is 30.
- ♦ The amount of memory currently occupied appears as a percentage (M:00%) in the display.

If the memory becomes full...

If the memory becomes full while a document is being scanned, MEMORY FULL will appear in the display. Press the **START** key or the **STOP** key as follows:

- ♦ Press the **START** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press the **STOP** key if you want to cancel the entire transmission.

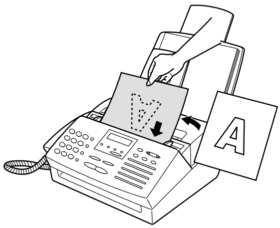
If you do not press the **START** key or the **STOP** key within one minute, the transmission will be cancelled and the pages already scanned cleared from memory. You will need to retransmit all pages of the document.

Rapid Key Dialling

If the number you want to dial has been programmed in a Rapid Key, you can dial it by pressing the Rapid Key.

1 Load the document(s).

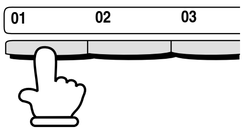
- SEND READY appears in the display.
- Set the resolution and/or contrast if desired.





2 Press the appropriate Rapid Key.

- The document is automatically transmitted once the connection is established.



(Example)

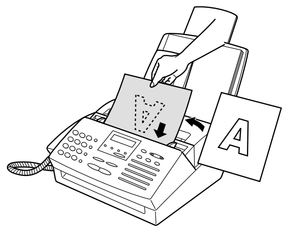
Speed Dialling

If the number you want to dial has been programmed in a Speed Dial number, you can dial it by pressing the **SPEED DIAL** key and then entering the Speed Dial number.

---

1 Load the document(s).

- SEND READY appears in the display.
- Set the resolution and/or contrast if desired.

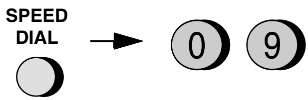




---

2 Press the **SPEED DIAL** key and then enter the Speed Dial number by pressing the numeric keys.

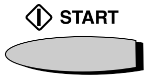
- To enter numbers 1 through 9, first enter 0 and then the number.



(Example)

---

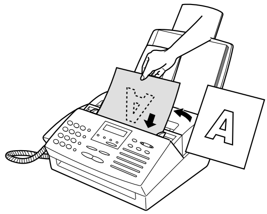
3 Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 2.)



Direct Keypad Dialling

You can also enter a full number with the number keys and then press the **START** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

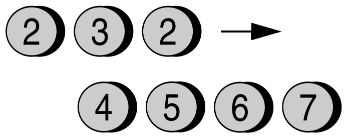
1 Load the document(s). (Note: If desired, you can load the document after dialling in Step 2, below.)



- SEND READY will appear in the display.
- Set the resolution and/or contrast if desired.



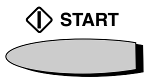
2 Enter the number of the receiving machine by pressing the numeric keys.



(Example)

- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key (two seconds per pause). The pause will appear as a hyphen. Several pauses can be entered in a row.

3 Check the display. If the number of the receiving machine shown is correct, press the **START** key.

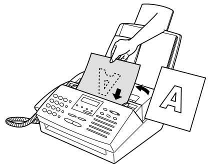


- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Searching for an auto-dial number

If you don’t remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number or E-mail recipient, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing the **START** key. (Note: To search for an E-mail recipient, your fax must be connected to your computer.)

1 Load the document(s).



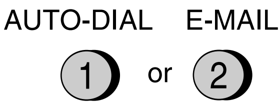
- SEND READY will appear in the display.
- Set the resolution and/or contrast if desired.



2 Press the **HOLD/SEARCH** key.



3 Press **1** to search for an auto-dial number, or **2** to search for an E-mail recipient.



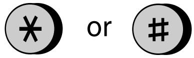
4 Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1** (only for auto-dial numbers).



♦ If you don’t remember the first letter, go to Step 5 (you will scroll through the list from the beginning).

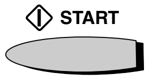
♦ If a name wasn’t stored (for an auto-dial number), press **0**. This will cause numbers, not names, to appear when you scroll.

5 Press the **#** key or the **✱** key to scroll through the names (numbers if you pressed **0**). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

6 Press the **START** key.



- The document is transmitted.

Automatic redialling

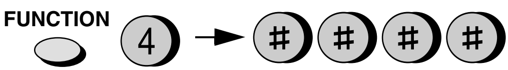
If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the fax machine will automatically redial the number. The fax machine will make up to two redialling attempts at an interval of five minutes.

♦ To stop automatic dialling, cancel the job as explained in the following section, *Checking and cancelling transmission jobs*.

Recall Interval for automatic redialling

If desired, you can change the interval at which the fax machine makes automatic redialling attempts.

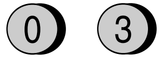
1 Press these keys:



The display will show:

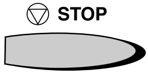
```
RECALL INTERVAL
ENTER (01-15) 05
```

2 Enter a 2-digit number from **01** to **15** for the number of minutes of the interval.



Example:
3 minutes

3 Press the **STOP** key to return to the date and time display.

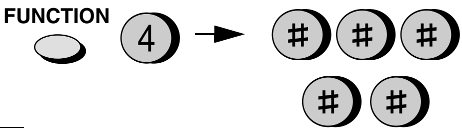


Recall times for automatic dialling

If desired, you can change the maximum number of automatic redialling attemps made when the line is busy.

- ♦ Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before the set number of redialling attempts are made.

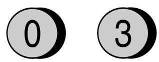
1 Press these keys:



The display will show:

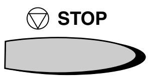
```
RECALL TIMES
ENTER (00-03) 02
```

2 Enter a 2-digit number from **00** to **03** for the maximum number of redial attempts.



Example:
3 attempts

3 Press the **STOP** key to return to the date and time display.



Checking and cancelling transmission jobs

To display information on currently set transmission (and polling) jobs, follow the steps below. You can also cancel a job with this procedure.

---

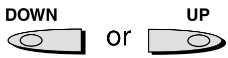
1 Press these keys.



- The display will show ACTION STATUS and the number of transmission jobs, and then information on the first job.

---

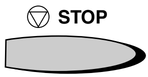
2 Press the **UP** key or the **DOWN** key to scroll through the list of jobs. (Note: You can also scroll with the * or # key.)



- The display will show the 2-digit memory number assigned to the transmission, the time the transmission was set, and status of the job alternating with the name (or number) of the receiving party.
- To cancel a job, press the **START** key twice while the job appears in the display.

---

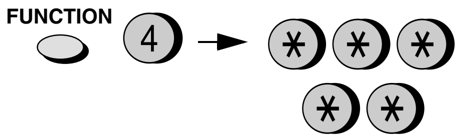
3 When you have finished viewing the list, press the **STOP** key to return to the date and time display.



Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine also has ECM.

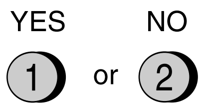
1 Press these keys:



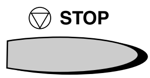
The display will show:

```
ECM MODE
1=YES, 2=NO
```

2 Press **1** to turn on ECM or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.

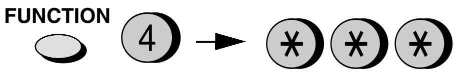


Quick Online

When you transmit a document, the fax machine normally dials the receiving party and begins transmitting while scanning is still in progress. This function is called Quick Online. If desired, you can turn off Quick Online and have the fax machine wait until all pages have been scanned before dialling.

---

1 Press these keys:

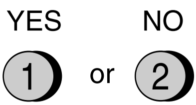


The display will show:

```
QUICK ON-LINE
1=YES, 2=NO
```

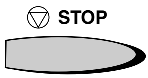
---

2 Press **1** to turn on Quick Online or **2** to turn it off.



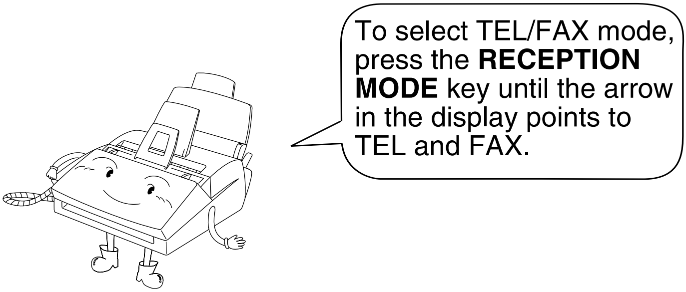
---

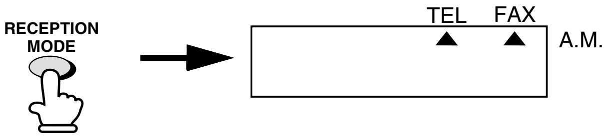
3 Press the **STOP** key to return to the date and time display.



3. Receiving Documents

Using TEL/FAX Mode





When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on one ring. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

♦ If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.

♦ If your fax machine doesn’t detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don’t answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

---

1 Press these keys: FUNCTION 4 → # # # # # # # # # #

The display will show:

```
PSEUDO RING DUR.
1=15 SECONDS
```

---

2 Enter a number as follows for the desired duration:

15 seconds: 1

30 seconds: 2

60 seconds: 3

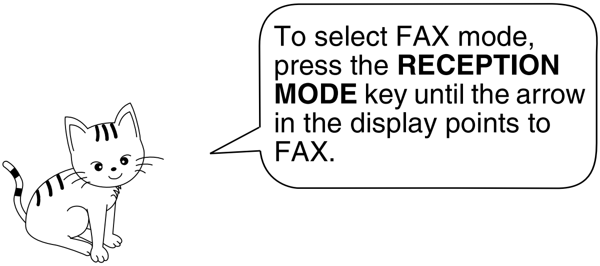
120 seconds: 4

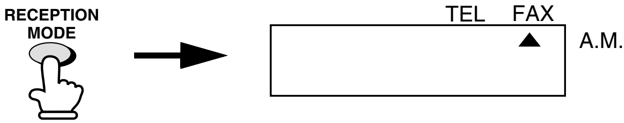
---

3 Press the **STOP** key to return to the date and time display.

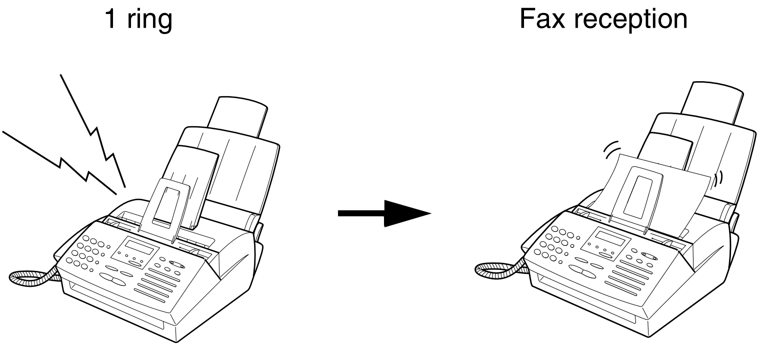
STOP

Using FAX Mode





When the reception mode is set to FAX, the fax machine will automatically answer all calls on one ring and receive incoming faxes.

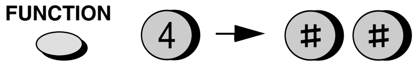


♦ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as explained in *Using TEL mode*.

Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX modes. Any number from 1 to 5 can be selected.

1 Press these keys:



The display will show:

```
NUMBER OF RINGS
ENTER (1-5) (1)
```

2 Enter the desired number of rings (any number from **1** to **5**).

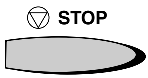


Example: 3 rings

The display will briefly show your selection, and then:

```
5 RING TEL ANS.
1=YES, 2=NO
```

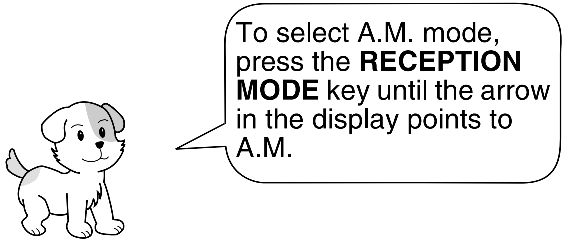
3 Press the **STOP** key to return to the date and time display.

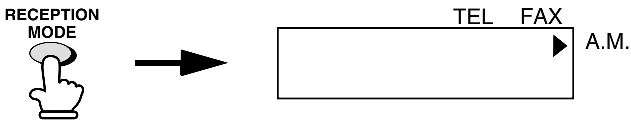


Received document tray

> **Note:** The received document outlet has a maximum capacity of 100 sheets. To prevent the outlet from becoming obstructed, which will in turn cause paper jams, be sure to frequently remove received documents and copies. **Do not allow a large number of documents to accumulate in the tray.**

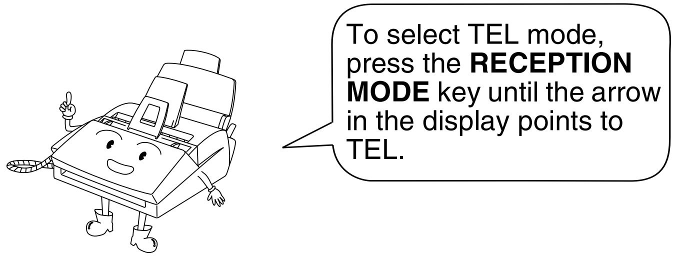
Using A.M. Mode

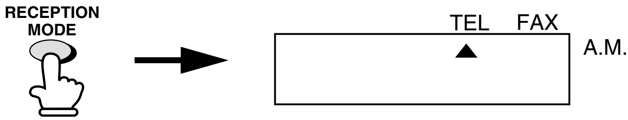




In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 6 for more details.

Using TEL Reception Mode

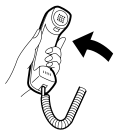




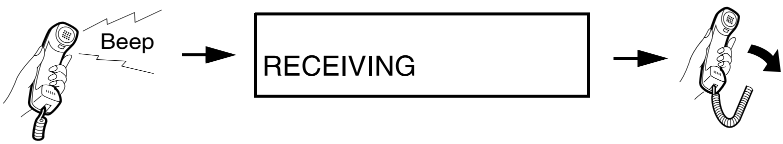
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 When the fax machine rings, pick up the handset.



2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



Note: If you have set the Fax Signal Receive setting to NO, press the **START** key to begin reception.

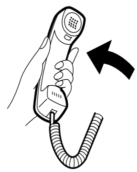
3 If the other party first speaks with you and then wants to send a fax, press the **START** key after speaking. (Press your **START** key before the sender presses their Start key.)

- When RECEIVING appears in the display, hang up.

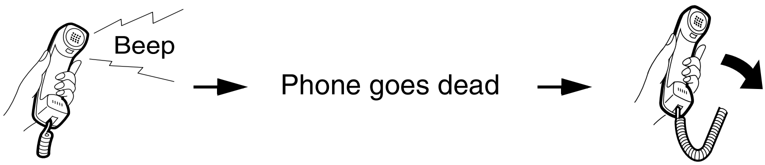


Answering with an extension phone

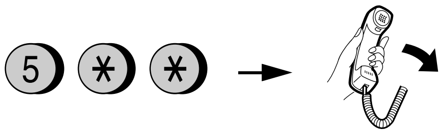
1 Answer the extension phone when it rings.



2 If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.



3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5**, ✱, and ✱ on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



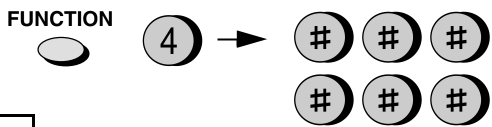
Comments:

- Your fax will not accept the signal to begin reception (**5✱✱**) if a document is loaded in its feeder.
- If you have set the Fax Signal Receive setting to NO, press **5**, ✱, and ✱ on the extension phone to begin reception.

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 Press these keys:



The display will show:

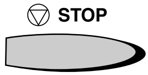
```
TEL/FAX REMOTE #
ENTER (0-9) (5)
```

2 Enter a number from **0** to **9**.



(Example)

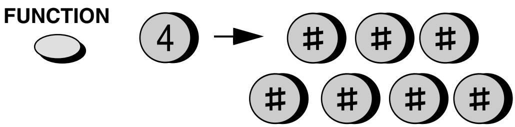
3 Press the **STOP** key to return to the date and time display.



Turning off detection of the Tel/Fax Remote Number

If you don't intend to ever activate fax reception from an extension phone, you can turn off detection of the above TEL/FAX REMOTE NUMBER. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to the TEL/FAX REMOTE NUMBER while you are talking on an extension phone.

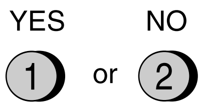
1 Press these keys:



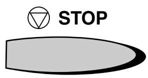
The display will show:

```
REMOTE RECEPTION
1=YES, 2=NO
```

2 Press **1** to turn on detection of the TEL/FAX REMOTE NUMBER, or **2** to turn it off.



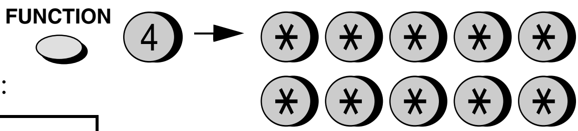
3 Press the **STOP** key to return to the date and time display.



Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

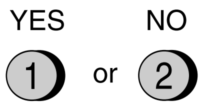
1 Press these keys:



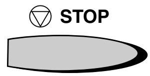
The display will show:

```
FAX SIGNAL RX
1=YES, 2=NO
```

2 Press **1** to turn on the function, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



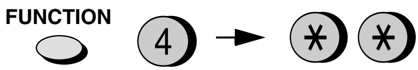
Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- ♦ If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- ♦ Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

---

1 Press these keys:

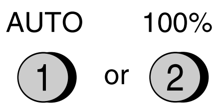


The display will show:

```
RECEPTION RATIO
1=AUTO, 2=100%
```

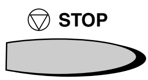
---

2 Press **1** to turn on automatic reduction, or **2** to turn it off.



---

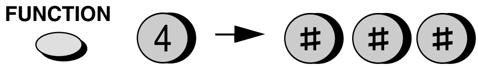
3 Press the **STOP** key to return to the date and time display.



Auto answer on 5 rings in TEL mode

If desired, you can have the fax automatically answer calls and begin fax reception after 5 rings in TEL mode. To turn on this function, press the keys as follows:

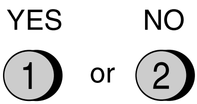
1 Press these keys:



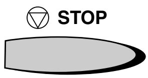
The display will show:

```
5 RING TEL ANS.
1=YES, 2=NO
```

2 Press **1** to turn on the function, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the toner cartridge needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, CAN'T PRINT DATA will appear in the display, alternating with a message indicating the problem. When you correct the problem, the stored documents will automatically print out.

If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

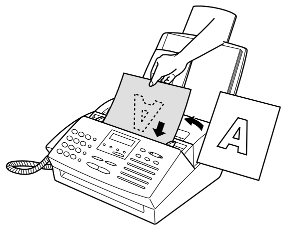
- ♦ When documents are stored in memory, do not turn the power off. This will erase all of the contents.
- ♦ If documents received in memory are lost due to a power failure or other interruption in the power supply, a CLEAR REPORT will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

4. Making Copies

Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

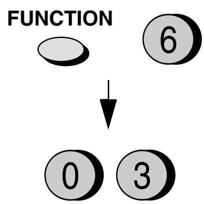
1 Load the document(s) face down. (Maximum of 20 pages.)

- SEND READY appears in the display.

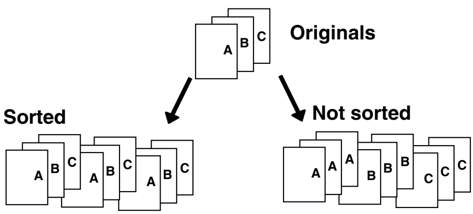


2 If desired, select one or more of the following optional copy settings:

- **SORT COPY:**
  If you are making multiple copies of more than one original and want the copies sorted, press the **FUNCTION** key and **6**, and then enter the number of copies per original. (If the number of copies is less than ten, enter a "0" before the number.)



Example:
3 copies
per original



Example of sorted/not-sorted copies (three each) of three originals

- **MULTIPLE COPIES (Not sorted):**
  If you want to make multiple copies of the original (or each original), enter the number of copies per original.



Example: Nine copies per original

- **REDUCE/ENLARGE:**
  If you want to reduce or enlarge the copy, press the **REDUCTION/ ENLARGEMENT** key until the desired percentage appears in the display (you can also scroll through the percentages with the UP and DOWN keys). The selections are as follows:
  100% (no reduction/enlargement)
  AUTO (auto reduction to fit the
  size of the printing paper.)
  94%
  88%
  73%
  50%
  200%
  150%
  125%



Note: The enlargement/reduction setting is effective for one time only.

- **RESOLUTION:**
  If desired, set the resolution and/or contrast. (The default setting for copying is FINE.)



---

3 Press the **COPY/HELP** key.



- Copying begins.

Note:
If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY IS FULL will appear in the display). If this happens, press the **START** key to copy the originals which have been scanned, and then repeat the copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

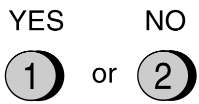
1 Press these keys:



The display will show:

```
COPY CUT-OFF
1=YES, 2=NO
```

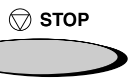
2 Press **1** to set copy cut-off to YES (the remaining part of the document will not be printed), or **2** to set copy cut-off to NO (the remaining part will be printed on a second page).



The display briefly shows your selection, and then:

```
FINE PRIORITY
1=YES, 2=NO
```

3 Press the **STOP** key to return to the date and time display.

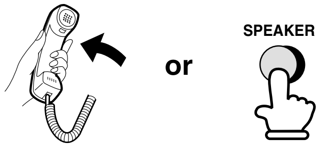


5. Making Telephone Calls

Your fax machine can be used like a regular telephone to make and receive voice calls.

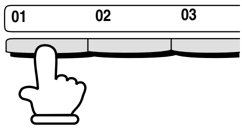
♦ To make or receive a voice call, the power must be on.

1 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



Example: Press Rapid Key 01

3 Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.



Comments:

- ♦ While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.
- ♦ The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a touch-tone phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, ✱, ✱.)

Searching for an auto-dial number

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Searching for an auto-dial number* in *Sending a Fax by Automatic Dialling* in Chapter 2, then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically (do not press the **START** key).

Redial

The last number dialled can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

Hold

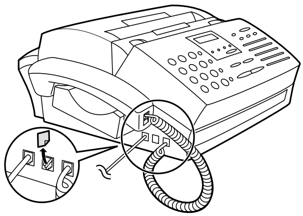
You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key again to resume conversation.

6. Answering Machine Connection

Connecting an Answering Machine

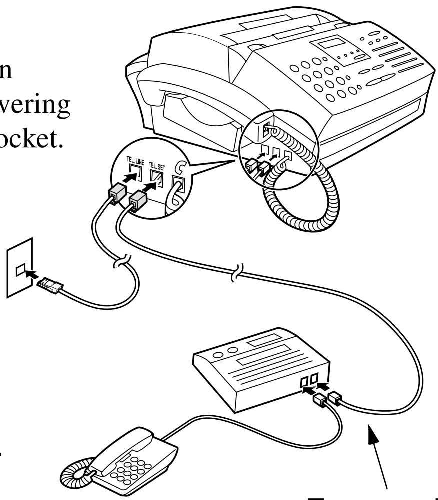
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

1 Remove the seal covering the **TEL. SET** socket.



2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

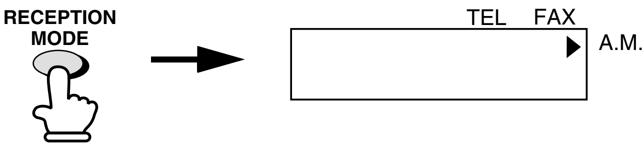
♦ It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.

♦ If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

Activating the answering machine connection

Before you go out, activate the answering machine connection as follows:

1 Set the reception mode to A.M.



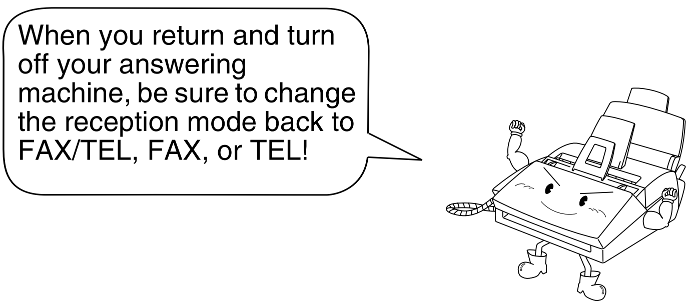
2 Set your answering machine to auto answer.

- ♦ Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- ♦ If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

Note:
If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see Chapter 3, Receiving Documents). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

How the connection operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.



Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

Quiet Detect Time

The fax machine is set to take over the line and begin reception if it detects 4 seconds of silence after the answering machine answers. If needed, you can change this setting to any number of seconds from 1 to 10.

- ♦ We recommend that you do not set Quiet Detect Time under 3 seconds.
- ♦ If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note:
Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine may not be able to receive manually-sent faxes from some older fax machines.

1 Press these keys: FUNCTION 4 → # # # # # # # # # # #

The display will show:

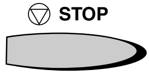
```
QUIET DETECT TM.
ENTER (00-10) 04
```

2 Enter a number from **01** to **10**, or enter **00** to turn off the function.

0 4

(Example)

3 Press the **STOP** key to return to the date and time display.



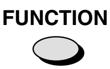
Fax when Answering machine Fails

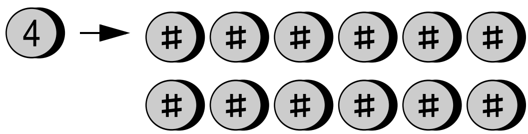
When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

Note:
When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

1 Press these keys:

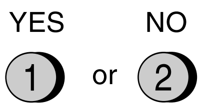




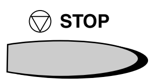
The display will show:

```
FAX RX ANS. FAILS
1=YES, 2=NO
```

2 Press **1** to turn on the function, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



7. Special Functions

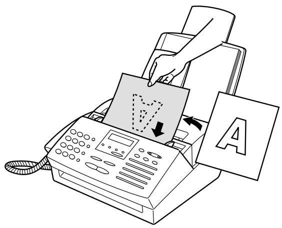
Broadcasting

The Broadcasting function allows you to send the same document to as many as 30 different locations with just one operation. First load the document, then enter the numbers of the receiving machines. The document will be automatically transmitted to each location.

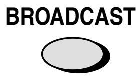
♦ You can only use Rapid Keys or Speed Dial numbers to dial the numbers of the receiving machines.

1 Load the document (s).

- SEND READY will appear in the display.



2 Press the **BROADCAST** key.

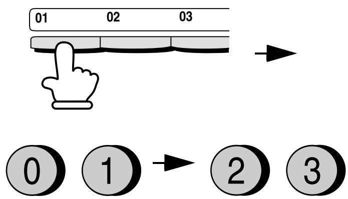


The display will show:

```
BROADCAST MODE
SPEED # OR RAPID
```

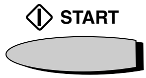
3 Dial the receiving machines using one or more of the following methods:

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers with the numeric keys.



(Example)

4 Press the **START** key.



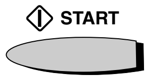
The display will show:

```
SET RESOLUTION
PRESS RESO. KEY
```

- If desired, adjust the resolution and/ or contrast.



5 Press the **START** key. Transmission begins.



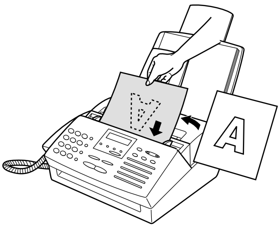
- A Transaction Report is automatically printed out after Broadcasting is completed. Check the “Note” column of the report to see if any of the locations are marked “Busy” or have a communication error code. If so, send the document to those locations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into one Group Key (see *Storing numbers in Group Keys* which follows), you can perform the broadcasting operation using the following simplified procedure:

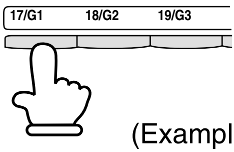
1 Load the document(s).

- SEND READY will appear in the display.
- If desired, adjust the resolution and/ or contrast.





2 Press the appropriate Group Key. Transmission will begin.



(Example)

Storing numbers in Group Keys

Group Keys allow you to dial a group of fax numbers by simply pressing the appropriate Group Key once. To store a group of numbers in a Group Key, follow the steps below.

Rapid Keys 17/G1 through 20/G4 can be used as Group Keys. Note that one key cannot be simultaneously programmed as both a Group Key and a Rapid Key.

- ♦ Up to 30 numbers can be stored in one Group Key.
- ♦ Only Rapid Key and Speed Dial numbers (excluding numbers set for Chain Dialling) can be stored in a Group Key. Full numbers cannot be stored.

---

1 Press these keys.

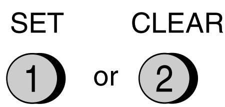


The display will show:

```
GROUP ENTRY MODE
1=SET, 2=CLEAR
```

---

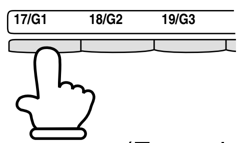
2 Press **1** (SET) to program a Group Key, or **2** (CLEAR) to clear a Group Key.



---

3 To program a Group Key, press the key you want to program (one of Rapid Keys 17/G1 to 20/G4).

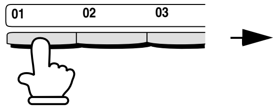
To clear a Group Key, press the key you want to clear and go to Step 5.

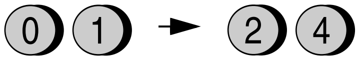


(Example)

4 Enter fax numbers using one or both of the following methods:

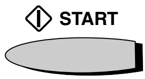
- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers with the numeric keys.





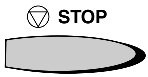
(Example)

5 Press the **START** key.



6 Return to Step 3 to program another Group Key, or press the **STOP** key repeatedly until you return to the date and time display.

Step 3 or



Duplex Ringing (Requires Subscription to Service)

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

♦ For more information on the Homefax service, contact Hongkong Telecom on 1000.

Important:

♦ Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.

♦ If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly.

---

1 Press these keys:

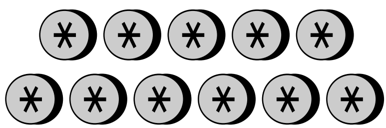


The display will show:

```
OPTION SETTING
PRESS * OR #
```

---

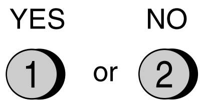
2 Press the * key 11 times.



The display will show:

```
DUPLEX RINGING
1=YES, 2=NO
```

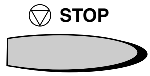
3 Press “**1**”(YES) to turn Duplex Ringing on, or “**2**”(NO) to turn it off



The display will briefly show your selection, and then:

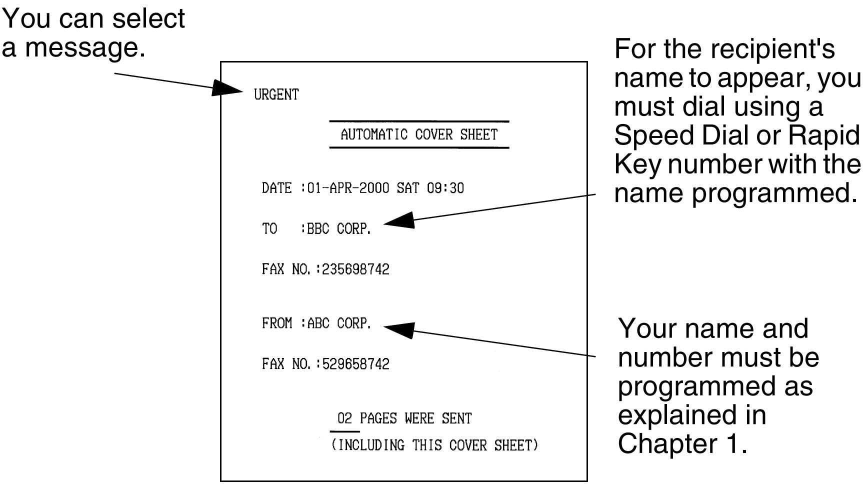
```
FAX SIGNAL RX
1=YES, 2=NO
```

4 Press the **STOP** key to return to the date and time display.



Cover Sheet

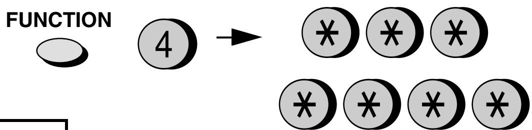
You can have the fax generate a cover sheet and send it as the last page of each of your fax transmissions.



Follow the steps below to turn on the cover sheet function. Once the cover sheet function is turned on, cover sheets will be included with all transmissions until you turn it off.

---

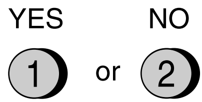
1 Press these keys:



The display will show:

COVER SHEET 1=YES, 2=NO

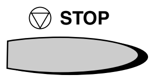
2 Press **1** (YES) to turn on the cover sheet function, or **2** (NO) to turn it off.



The display will briefly show your selection, and then:

```
AUTO PRINT OUT
1=YES, 2=NO
```

3 Press the **STOP** key to return to the date and time display.

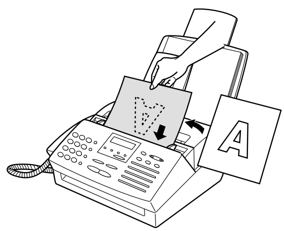


Selecting a header message (optional)

When the cover sheet function is turned on, you can also select a message which will appear as a header at the top of the cover sheet. Note that the message selection is only effective for one transmission.

1 Load the document(s).

- The document must be loaded before a message can be selected.
- The cover sheet function must be turned on.



2 Press these keys:



The display will show:

```
COVER SHEET HEAD
1=URGENT
```

The message selections alternately appear here.

7. Special Functions

3 Select a message by entering a number from **1** to **4**:

1: URGENT
2: IMPORTANT
3: CONFIDENTIAL
4: PLS. DISTRIBUTE



(Example)

4 Dial the receiving machine and transmit the document.

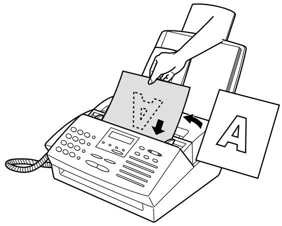
Note:
To cancel a header message selection, press the **STOP** key or remove the document from the feeder.

Batch Page Numbering

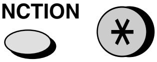
You can change the page numbering of the fax from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the recipient to check for missing pages.

1 Load the document(s).

- The document must be loaded before batch page numbering can be set.



2 Press these keys:

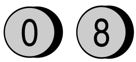


The display will show:

```
PAGE COUNTER SET
ENTER # (01-99)
```

3 Enter the total number of pages ("01" to "99") by pressing the number keys. (If the number is less than 10, enter a "0" before the number.)

- If you are sending a cover sheet, **do not** include it in the total number of pages (the number will be adjusted automatically).



Example:
Eight pages

7. Special Functions

4 Dial the receiving machine and transmit the document.

Comments:

- ♦ If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- ♦ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if it has been set to print out.

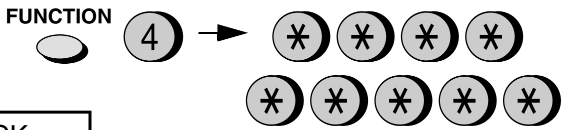
Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted “junk” faxes.

To use this function, follow the steps below to turn it on, and then enter the fax numbers from which you do not want to receive faxes as indicated in the procedure that follows.

---

1 Press these keys:

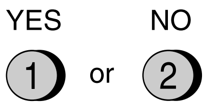


The display will show:

```
JUNK FAX # CHECK
1=YES, 2=NO
```

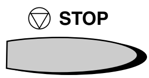
---

2 Press **1** to turn on the Anti Junk function, or **2** to turn it off.



---

3 Press the **STOP** key to return to the date and time display.

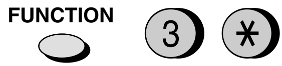


Entering Anti Junk numbers

Enter (or clear) a number in the Anti Junk List as shown below. Up to five numbers can be entered.

- ♦ To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 8.

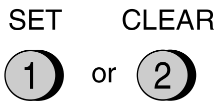
1 Press these keys:



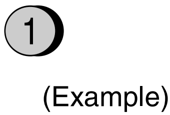
The display will show:

```
STORE JUNK FAX #
1=SET, 2=CLEAR
```

2 Press **1** to enter a number in the Anti Junk Number List, or **2** to clear a number from the list.

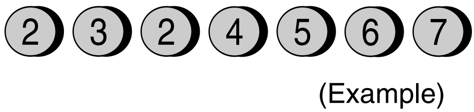


3 **Entering:** Enter a 1-digit number from **1** to **5** with the numeric keys. This number identifies the fax number that you will enter in the next step.

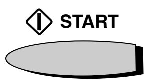


Clearing: Enter the 1-digit number that identifies the fax number you want to clear, and go to Step 5.

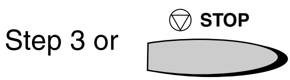
4 Enter the fax number.



5 Press the **START** key.



6 Return to Step 3 to enter (or clear) another fax number, or press the **STOP** key to return to the date and time display.



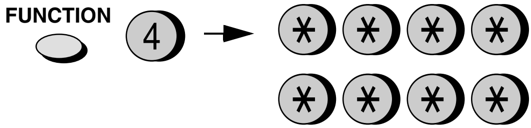
Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your fax machine to both poll and be polled by others.

To use the polling function, you must first set Rapid Key 16/POLL for use as a polling key.

---

1 Press these keys:

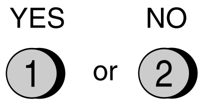


The display will show:

```
POLLING
1=YES, 2=NO
```

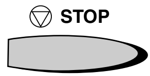
---

2 Press **1** to turn on the function, or **2** to turn it off.



---

3 Press the **STOP** key to return to the date and time display.



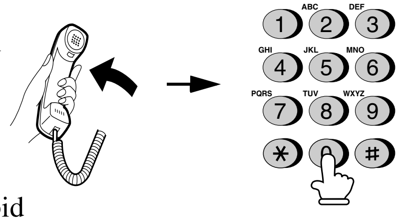
Note: When Rapid Key 16/POLL is set as a polling key, it cannot be used for Rapid Key dialling.

7 Special Functions

Requesting transmission

1 Dial the fax machine you want to poll using one of the following methods:

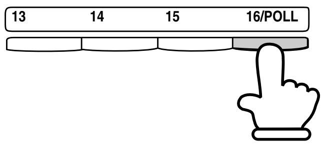
- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Pick up the handset (or press the **SPEAKER** key) and press a Rapid Dial Key. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

2 Press Rapid Key 16/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.



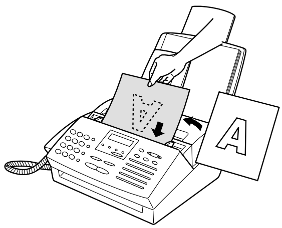
Being polled (Memory polling)

To let another fax machine poll your fax machine, you must first store the document in memory using the following procedure. Transmission will take place when the other fax machine calls your fax machine and activates polling. You can choose whether to allow polling only once, or an unlimited number of times. In the latter case, your fax machine can be used as an electronic "bulletin board".

- ♦ Only one document can be stored at a time for memory polling.
- ♦ If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it as explained in the following section, *Clearing a document*.

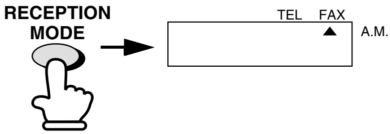
---

1 Load the document.



---

2 Press the **RECEPTION MODE** key to set the reception mode to FAX.



---

3 Press these keys:



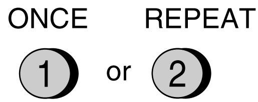
The display will show:

```
MEMORY POLL MODE
1=SET, 2=CLEAR
```

4 Press **1** to select SET.

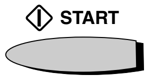


5 Press **1** to allow polling only once, or **2** to allow polling an unlimited number of times.



6 Press the **START** key.

- The document is scanned into memory and your fax goes on polling standby.



Clearing a document

To clear a memory poll document from memory, follow the steps below:

1 Press these keys:



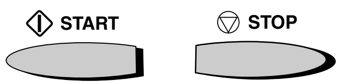
The display will show:

```
MEMORY POLL MODE
1=SET, 2=CLEAR
```

2 Press **2** to select CLEAR.



3 Press the **START** key to clear the document, and then the **STOP** key to return to the date and time display.

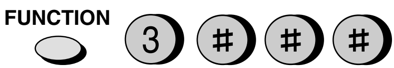


Polling security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as shown on the following page.

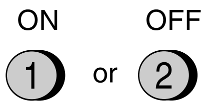
1 Press these keys:



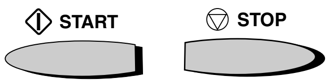
The display will show:

```
SECURITY SELECT
1=ON, 2=OFF
```

2 Press **1** to turn polling security on, or **2** to turn it off.



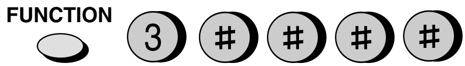
3 Press the **START** key and then the **STOP** key.



Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

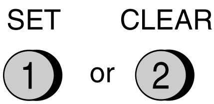
1 Press these keys:



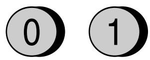
The display will show:

```
PASSCODE # MODE
1=SET, 2=CLEAR
```

2 Press **1** to store a number, or **2** to clear a number.



3 **Storing:** Enter a 2-digit number from 01 to 10. This number identifies the fax number you will store in the next step.
Clearing: Enter the number which identifies the fax number you want to clear, and go to Step 5.



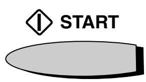
(Example)

4 Enter the fax number.



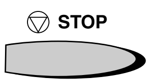
(Example)

5 Press the **START** key.



6 Return to Step 3 to enter (or clear) another number, or press **STOP** to return to the date and time display.

Step 3 or



Timer Operations

The Timer function allows you to set up a transmission or polling operation to be performed automatically at a time you specify. Up to three operations can be set at any one time, and the times they will be performed can be specified up to one week in advance.

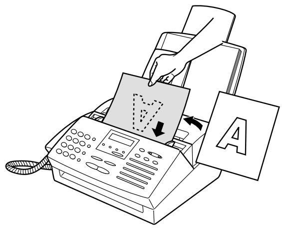
♦ You can use this function to take advantage of lower off-peak telephone rates without having to be there when the operation is performed.

Note: Only a Rapid Key or Speed Dial number can be used to dial the receiving machine. Full numbers cannot be used.

Setting a timer operation

---

1 If this is a transmission, load the document.



---

2 Press these keys:



The display will show:

```
TIMER MODE
1=SET, 2=CLEAR
```

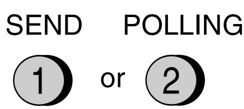
---

3 Press **1** to select SET.

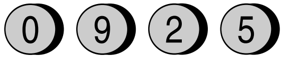


---

4 Press **1** to set a transmission operation (SEND MODE), or **2** to set a polling operation (POLLING MODE).



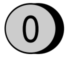
5 Enter the time at which you want the operation to take place in 24-hour format (2 digits for the hour and 2 digits for the minute).



Example: 9:25

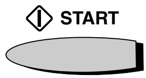
6 Enter a 1-digit number for the day of the operation (skip this step if the operation will be performed within the next 24 hours):

0: Sunday
1: Monday
2: Tuesday
3: Wednesday
4: Thursday
5: Friday
6: Saturday



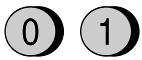
Example:
Sunday

7 Press the **START** key.



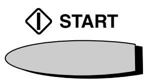
8 Press a Rapid Key or enter a Speed Dial number for the receiving fax machine.

- If this is a polling operation, go to Step 11.

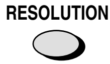


Example:
Speed Dial #01

9 Press the **START** key.

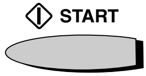


10 Adjust the resolution and/or contrast if desired (skip to the next step if you don't want to change settings).



11 Press the **START** key.

- If this is a transmission, the document is scanned into memory.



To cancel a timer operation

If you need to cancel a timer operation after it has been set, follow the steps below.

1 Press these keys:



The display will show:

```
TIMER MODE
1=SET, 2=CLEAR
```

2 Press **2** to select CLEAR.



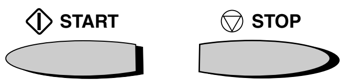
3 Enter the 1-digit number assigned to the timer job you want to cancel.

- If you don’t remember the number, print out the Timer List as explained in Chapter 8.



(Example)

4 Press the **START** key and then the **STOP** key.



8. Printing Lists

You can print lists showing settings and information entered in the fax machine. You can also print out reports on recent activity and individual operations after they are completed. The lists and reports are described on the following pages.

To print a list, follow the steps below.

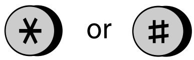
1 Press the **FUNCTION** key and **2**.



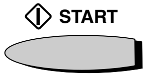
The display will show:

```
LISTING MODE
PRESS * OR #
```

2 Press the * key or the **#** key until the desired list appears in the display.



3 Press the **START** key to print the list.



Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

- ♦ All information is erased after a report is printed out. If automatic print-out is turned off and the report is not printed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

P.01

TRANSMISSIONS ACTIVITY REPORT

01-APR-2000 SAT 04:14

FOR: ABC CORP. 529658742

NO.	DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#
01	01-APR	04:06	KENT CORP.	19"	1	SEND(M)	OK	01
02	01-APR	04:08		33"	1	BROADCAST		02
03	01-APR	04:14	ADRIAN SMITH	19"	1	TIMER SEND	OK	
			TOTAL	1'11"	3			

GRAND TOTAL TIME: 1M 11S
PAGES: 3

Explanation of headings

SENDER/ RECEIVER The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

NOTE (One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

NO PAPER - You ran out of paper during reception.

BUSY - The fax was not sent because the line was busy.

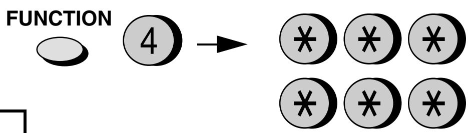
COM.E-0 to COM.E-13 - A telephone line error prevented the transaction. See *Line Error* in *Problems and Solutions* in Chapter 10.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

If desired, you can set the Activity Report to automatically print out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.) Follow the steps below:

---

1 Press these keys:

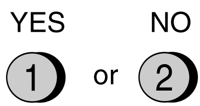


The display will show:

```
AUTO PRINT OUT
1=YES, 2=NO
```

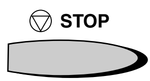
---

2 Press **1** to turn on automatic print-out, or **2** to turn it off.



---

3 Press the **STOP** key to return to the date and time display.



Timer List

This list shows the timer operations that are currently set, and whether the Memory Polling function is turned on.

TIMER LIST

01-APR-2000 SAT 04:21

FOR: ABC CORP. 529658742

NO.	START		TYPE	RESOLUTION	REMOTE STATION ID NO.
1	10:30	SUN	SEND	STANDARD :AUTO	KENT CORP.
2	01:15	WED	POLLING		JACK SMITH
3	05:51	SAT	SEND	SUPER FINE:AUTO	ADRIAN SMITH

Telephone Number List

This list shows the fax numbers that have been programmed for automatic dialling.

TELEPHONE NUMBER LIST

01-APR-2000 SAT 01:27

FOR: ABC CORP. 529658742

RAPID NO. SPEED NO.	NAME	TELEPHONE NO.	CHAIN DIAL
R01	KENT CORP.	123-456-7890	
R02	JACK SMITH	333-555-7777	
R03	ADRIAN SMITH	230-347-6385	SET
S00	AL	E-MAIL STORED	
S01	ABC SOFT	666-999-0000	

Passcode List

This list shows settings made for polling security, your name and fax/ telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

PASSCODE LIST

01-APR-2000 SAT 03:56

FOR: ABC CORP. 529658742

POLLING MODE
SECURITY OFF
PASSCODE NO.
01
02
03
04
05
06
07
08
09
10

SENDER'S NAME
ABC CORP.
SENDER'S TELEPHONE NUMBER
529658742
HEADER PRINT
01-APR-2000 SAT 03:56 ABC CORP. 529658742 P. 01

Option Setting List

This list shows the current status of the option settings.

OPTIONAL SETTING LIST

13-APR-2000 THU 14:42

FOR: ABC CORP. 59658742

NO.	ITEM	SETTING
01	FINE PRIORITY	NO
02	NUMBER OF RINGS IN AUTO ANSWER MODE	1 RING
03	5 RINGS TEL ANSWER	NO
04	RECALL INTERVAL	05 MINUTES
05	RECALL TIMES	02 TIMES
06	TEL/FAX REMOTE NO.	(5) **
07	REMOTE RECEPTION	YES
08	TRANSACTION PRINT SELECT	ERROR ONLY
09	DIAL MODE	TONE
10	PSEUDO RINGING DURATION	15 SEC.
11	QUIET DETECT TIME	04 SEC.
12	FAX ANSWER WHEN ANS. FAILS	NO
13	DUPLEX RINGING	NO
14	FAX SIGNAL RECEIVE	YES
15	JUNK FAX NO. CHECK	NO
16	POLLING	NO
17	COVER SHEET	NO
18	AUTO PRINT OUT	NO
19	ECM MODE	YES
20	BEEP LENGTH	3 SECONDS
21	QUICK ON-LINE	YES
22	RECEPTION RATIO	AUTO
23	COPY CUT OFF	YES

Junk Fax Number List

This list shows the numbers that are blocked by the Anti Junk function.

ANTI JUNK NUMBER LIST

01-APR-2000 SAT 01:21

FOR: ABC CORP. 59658742

ANTI JUNK FAX NO. CHECK: NO

STORED LOCATION	JUNK FAX NO.
1	8754215632
2	8546324456
3	8965542123

Group List

This list shows the fax numbers that have been programmed into each Group Key.

```
                              GROUP LIST
                                                  01-APR-2000 SAT 04:03
                 FOR:  ABC CORP.             529658742
GROUP 4      REMOTE STATION ID        R01, R02, R03, R04
```

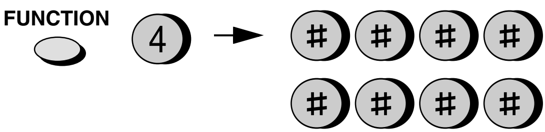
Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

- ♦ The same headings appear in the Transaction Report as in the Activity Report. See *Activity Report* in this chapter for an explanation of the headings.
- ♦ The Transaction report cannot be printed on demand.

If desired, you can change the condition under which a report is printed out. Follow the steps below.

1 Press these keys:



The display will show:

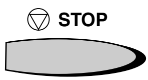
```
TRANSACTION LIST
1:ALWAYS PRINT
```

The selections alternately appear here.

2 Press a number from **1** to **5** to select the condition for printing.

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERR/TIMER/MEM	A report will be printed after an error, timer operation, or memory transmission.
3	SEND ONLY	A report will be printed after each transmission.
4	NEVER PRINT	A report will never be printed.
5	ERROR ONLY	A report will be printed only when an error occurs.

3 Press the **STOP** key to return to the date and time display.



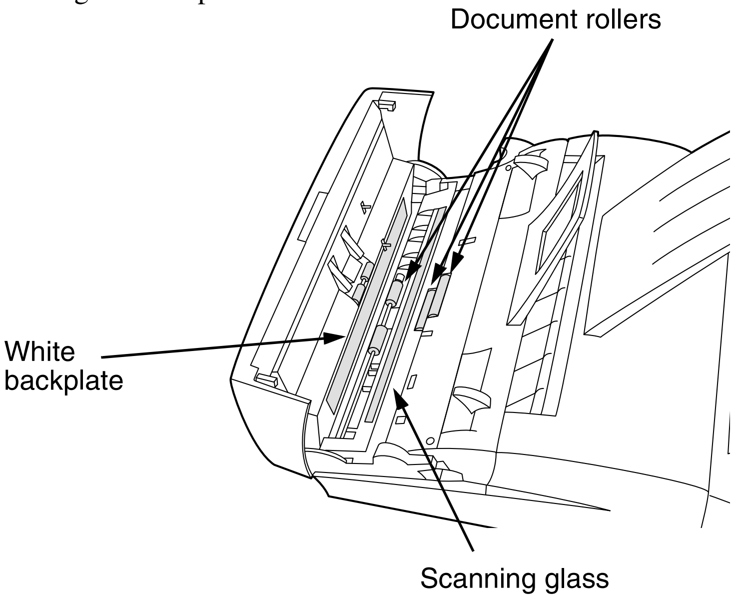
9. Maintenance

Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure that your transmitted images and copies are of the highest quality.

Open the operation panel (grasp the panel release and pull up), and wipe the scanning glass, rollers and white backplate with a soft cloth.

♦ Make sure that all dirt and stains (such as correcting fluid) are removed, as dirts and stains will cause vertical lines on transmitted images and copies.



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

♦ Do not use benzene or thinner. These solvents may damage or discolor the machine.

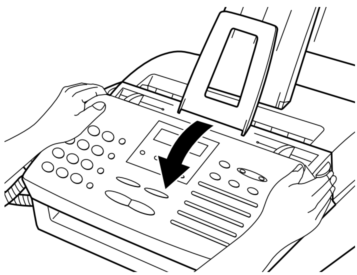
Replacing the toner cartridge

When the toner cartridge nears empty (about 100 pages can still be printed), the TONER EMPTY indicator on the operation panel will blink. When the toner cartridge is empty, the toner cartridge indicator will light steadily and REPLACE TONER will appear in the display. Printing will no longer be possible.

Replace the toner cartridge with the following cartridge:

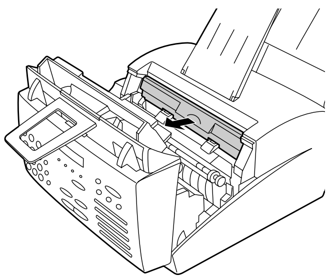
Sharp FO-29DC toner cartridge

1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.



- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

2 Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

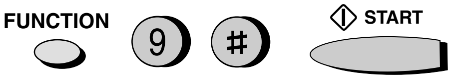


- Dispose of the old toner cartridge according to local regulations. If in doubt, contact your local waste disposal agency.

3 Install the new toner cartridge and reset the toner counter. (Refer to *Installing the Toner Cartridge* in Chapter 1.)

Replacing the drum cartridge

To maintain excellent printing quality, we recommend that you replace the drum cartridge about 20,000 pages have been printed. You can view the number of pages printed in the display by pressing the following sequence of keys:

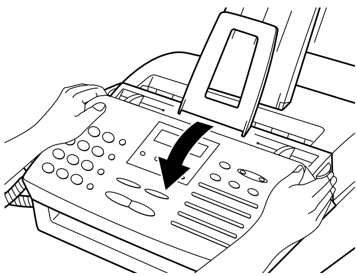


When finished, press the **STOP** key to return to the date and time display.

Replace the drum cartridge with the following cartridge:

Sharp FO-29DR drum cartridge

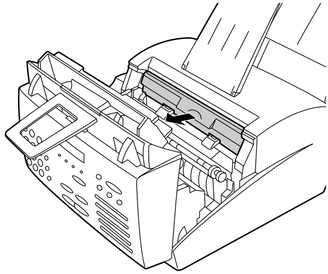
1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.



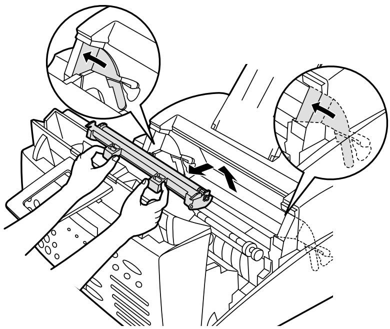
- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

2 Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

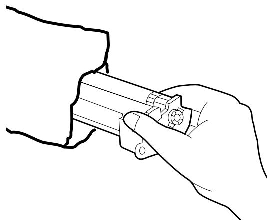
- Place the toner cartridge on a sheet of paper on a level surface.



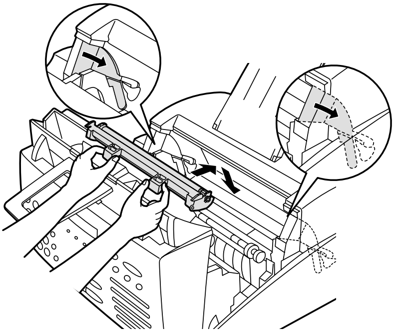
3 Grasp the tabs on the drum cartridge handle and gently pull the cartridge out of the machine.



4 Remove the new drum cartridge from its packaging.

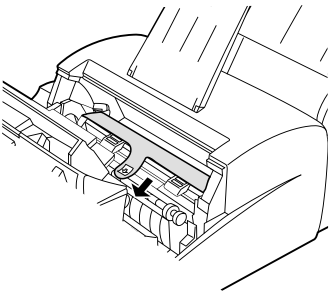


5 Insert the drum cartridge into the print compartment, aligning the guides on the cartridge with the runners on the sides of the compartment.



6 Gently pull the paper tab to remove the black sheet of protective paper from the drum cartridge.

- Be careful not the tear the paper or leave any pieces of paper in the machine.



7 Replace the toner cartridge and reset the drum counter. (Refer to *Installing the Toner Cartridge* in Chapter 1.)

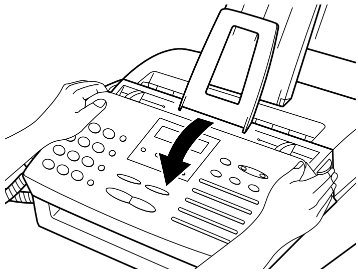
Cleaning the drum cartridge

If you find that characters or parts of an image are missing from your printed pages, the drum in the drum cartridge may need cleaning. Follow the steps below to clean the drum.

---

1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

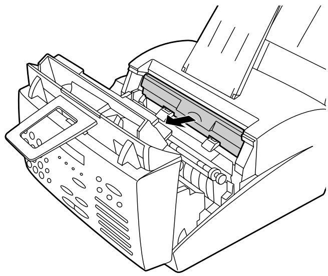
- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.



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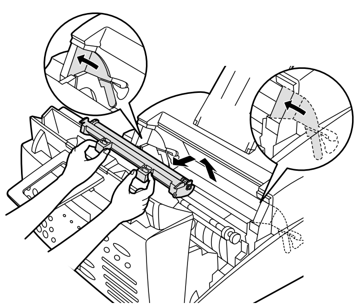
2 Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

- Place the toner cartridge on a sheet of paper on a level surface.

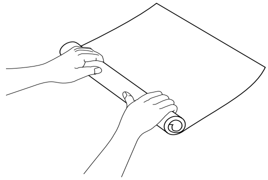


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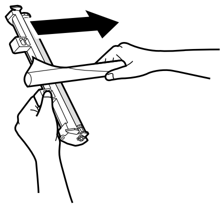
3 Grasp the tabs on the drum cartridge handle and gently pull the cartridge out of the machine.



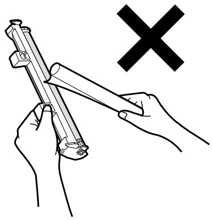
4 Take a sheet of clean paper and roll it into a tube. Roll it tightly so that the diameter of the holes at each end is less than the thickness of your little finger.



5 Gently wipe the surface of the drum with the rolled-up paper to remove any particles of toner caked on the drum.



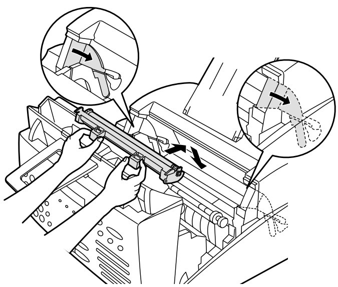
- Do not let the drum surface come into contact with anything other than the rolled-up paper. Fingerprints, water, alcohol, and other solvents will damage the drum surface.



- Do not touch the drum surface with the edges of the rolled-up paper.

6 Replace the drum cartridge.

- To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.



7 Replace the toner cartridge and close the print compartment cover. (Refer to *Installing the Toner Cartridge* in Chapter 1.)

10. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the **SPEAKER** key.	• Make sure the handset cord is connected to the correct socket. See *Connecting the handset* in *Connections* in Chapter 1.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Connecting the telephone line cord* in *Connnections* in Chapter 1.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• If Error Correction Mode is turned off (see *Error Correction Mode* in Chapter 2), noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability. • The toner cartridge may need replacement.
Received images are distorted.	• If the sending machine has Error Correction Mode, make sure this feature is turned on in both fax machines (see *Error Correction Mode* in Chapter 2). • If Error Correction Mode is turned off, noise on the telephone line may cause distortion. Have the other party try sending the document again. • The drum cartridge may be damaged. Try a new drum cartridge. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
The quality of copies is poor and/or black spots appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained in Chapter 9.
Dots appear at regular intervals on received documents and copies.	• The drum cartridge may be damaged. Replace the drum cartridge.

Answering machine connection

Problem	Solution
The answering machine connection does not operate properly.	• Make sure your fax machine's reception mode is set to A.M. • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that the Quiet Detect Time setting is set to three or four seconds (see Chapter 6).

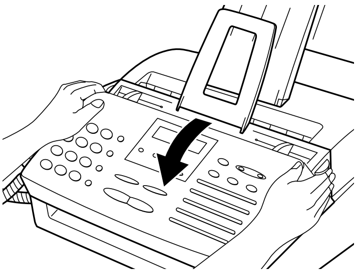
General problems

Problem	Solution
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, open the printer compartment cover and use pencil or pen to press the RESET button. (See the following page.)
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* in Chapter 2).
Voice calls taken on an extension phone are interrupted by the fax.	• The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Using the RESET key

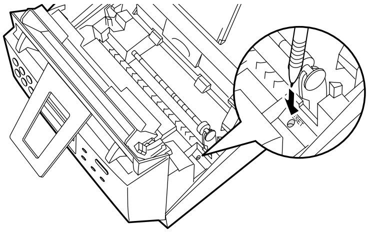
If the fax machine stops responding when you press any of the operation panel keys, you must reset it. This can be done as follows:

1 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.



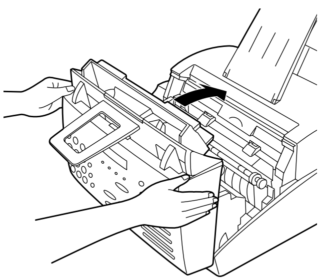
- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Do not touch the inside of the compartment or the paper guide on the underside of the print compartment cover.

2 Use a ballpoint pen to press the **RESET** button.



- **Note:** Pressing the **RESET** button clears any documents that are stored in memory.

3 Close the print compartment cover, pressing down firmly on each side to make sure it is completely closed.



Messages and Signals

Display messages

CAN'T PRINT DATA	A fax has been received to memory because printing is not possible. This message will alternate with a message that indicates the problem. The fax will print out automatically when the problem is resolved.
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
CHECK PC	This appears if you press the **E-MAIL** key and your computer is not turned on or is not correctly connected to the fax machine.
COVER OPEN	The print compartment cover is open. Press down firmly on both sides of the print compartment cover to close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*.
FUNCTION MODE	The **FUNCTION** key has been pressed.
GRP. SPACE FULL	This appears if you attempt to program a Group Key when all Group Keys have already been programmed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** again to take the other party off hold.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* in *Problems and Solutions* in this chapter.

MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitue Reception to Memory* in Chapter 3). If you are attempting to transmit by automatic dialling, see *If the memory becomes full* in Chapter 2.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You are out of printing paper (or the paper release lever is open). Load paper as explained in *Loading Printing Paper* in Chapter 1.
PAPER JAMMED	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
REPLACE TONER	The toner cartridge must be replaced.
SEARCH DIAL	The **HOLD/SEARCH** key has been pressed. (See *Searching for an auto-dial number* in *Sending a Fax by Automatic Dialling* in Chapter 2.)

SEND READY	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
SIZE ERROR	This message appears if paper smaller than A4 size has been loaded. Change the paper to A4 size paper.
TOTAL PAGE(S) 1	Number of pages transmitted, received, or copied.
TX MEMORY FULL	This message appears if you insert a document into the document feeder when 30 transmission jobs are already waiting in memory for transmission. You can continue setting up the transmission job after the job currently being sent is completed. This message may also appear if faxes have been received to memory due to a printing problem. In this case, resolve the problem so that printing can take place and free memory.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	Continuous (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

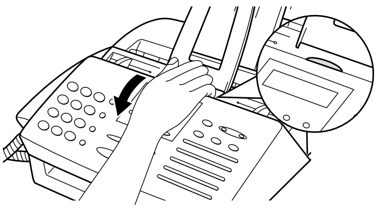
Clearing Paper Jams

Clearing a jammed document

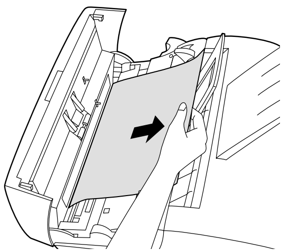
If the original document doesn’t feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel and remove it.

Important:
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

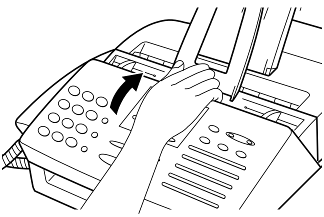
1 Open the operation panel by grasping the panel release and pulling up.



2 Remove the document.

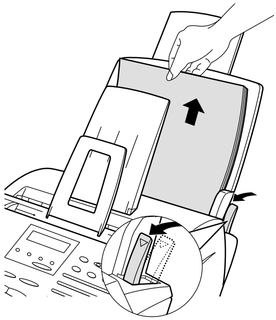


3 Close the operation panel, making sure it clicks into place.



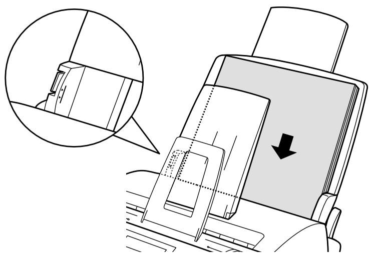
Clearing jammed printing paper

1 If most of the jammed page is protruding from the back of the fax, pull the paper release lever toward you and try pulling the page out.



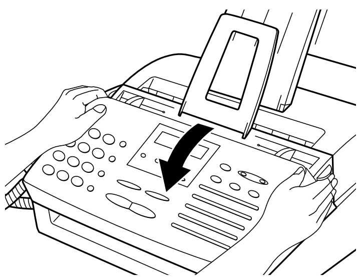
2 If the jammed page comes out, take out the rest of the paper in the tray, straighten the stack, put it back in the paper tray, and push down the paper release lever.

- If you are unable to clear the jam in this way, continue with the following steps.



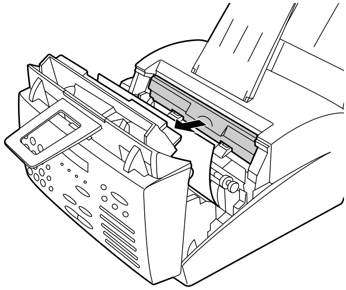
3 Grasp the print compartment cover at both sides as shown, and pull up to open the cover.

- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.

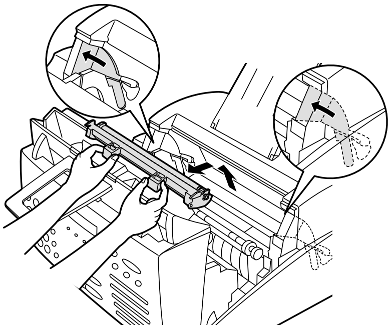


4 Grasp the finger hold on the toner cartridge handle where it is marked **PUSH**, and pull the handle out. Rehold the handle and pull the toner cartridge out of the compartment.

- Place the toner cartridge on a sheet of paper on a level surface.



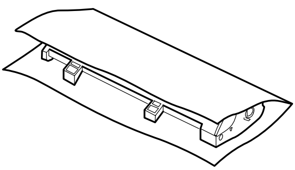
5 Grasp the tabs on the drum cartridge handle and gently pull the cartridge out of the machine.



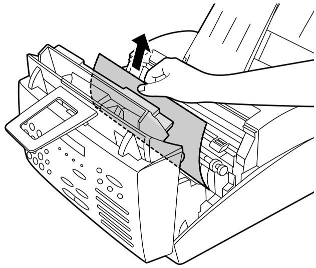
6 Wrap the drum cartridge in a large sheet of paper as shown at right so that the green drum section is shielded from light, and place it gently on a level surface.

- Do not touch the green drum in the drum cartridge. This will damage the drum surface.

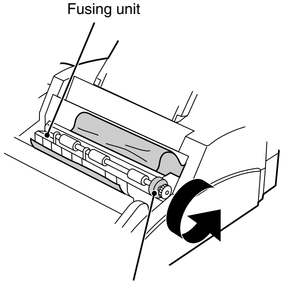
- Do not expose the drum to direct light. This will damage the drum.



7 Gently pull the jammed paper out of the machine.

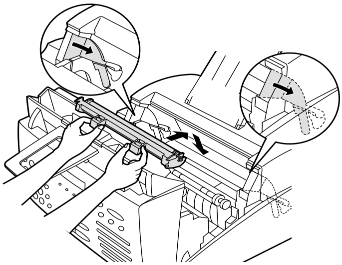


- If needed, turn the wheel on the right side of the fusing unit to eject the paper from the machine.
- **Caution!**
  Do not use excessive force to pull the jammed paper out. If the paper tears and a piece remains inside the machine, a service call may be necessary to remove the remaining piece.

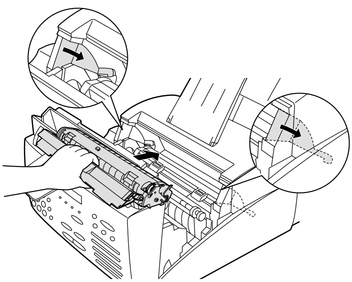


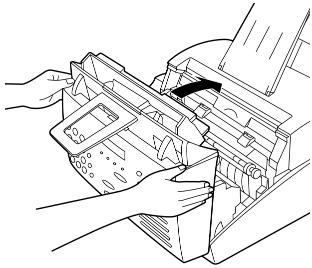
8 Replace the drum cartridge.

- To insert the cartridge, align the guides on the cartridge with the runners on the sides of the compartment.



9 Replace the toner cartridge and close the print compartment cover. (Refer to *Installing the Toner Cartridge* in Chapter 1.)





Quick Reference Guide

Entering Your Name and Number

1. Press: FUNCTION 3 # #

   Display shows:

OWN NUMBER SET PRESS START KEY

2. Press: START

3. Enter your fax number (max. of 20 digits) by pressing the number keys.

- To insert a space between digits, press the # key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

4. Press: START

5. Enter your name by pressing the appropriate number keys as shown below.

- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

- To change case, press the **REDIAL** key. Press # or * to scroll through symbols and special characters.

6. When finished, press: START STOP

Setting the Date and Time

1. Press: FUNCTION 3 * *

   Display shows:

DATE & TIME SET PRESS START KEY

2. Press: START

3. Enter two digits for the day (01 to 31).

4. Enter two digits for the month (01 to 12).

5. Enter four digits for the year (Ex: 2000)

6. Enter two digits for the hour (00 to 23) and two digits for the minute (00 to 59).

7. When finished, press: START STOP

Storing and Clearing Auto Dial Numbers

1. Press: FUNCTION 3 #

   Display shows:

FAX/TEL # MODE
1=SET, 2=CLEAR

2. Press **1** to store a number or **2** to clear a number.

3. Press a Rapid Key or enter a 2-digit Speed Dial number (from **00** to **99**). (If you are clearing a number, go to Step 7.)

4. Enter the full fax/telephone number.

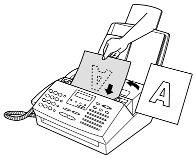
5. Press: START

6. Enter the name of the location by pressing number keys. (Refer to the letter entry table in *Entering Your Name and Number*.)

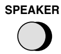
7. Press: START STOP

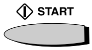
Sending Faxes

Place your document (up to 20 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press 

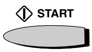
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press: 

Rapid Key Dialling

Press the appropriate Rapid Key. Transmission will begin automatically.

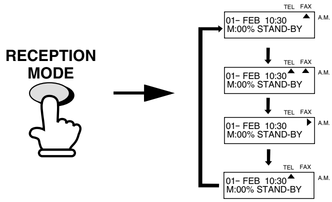
Speed Dialling

1. Press: 

2. Enter the 2-digit Speed Dial number.
3. Press: 

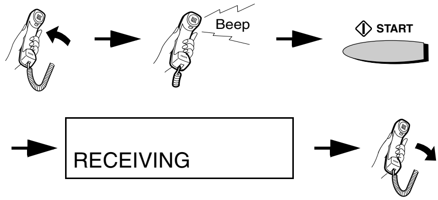
Receiving Faxes

Press the **RECEPTION MODE** key until the arrow in the display points to the desired reception mode.



FAX mode: The fax machine automatically answers on the set number of rings and receives the incoming document.

TEL mode:



TEL/FAX mode: This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

Index

L

M

N

O

P

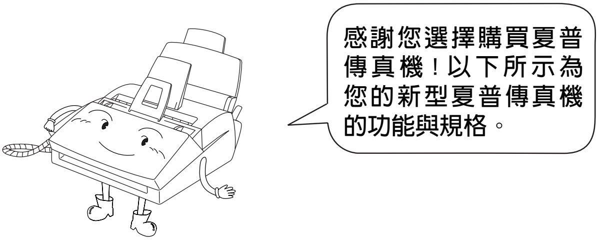
Q

R

S

T

簡介



自動撥號	快速鍵撥號：20 個號碼 快速撥號：100 個號碼
記憶體大小 *	2 MB（約為 130 頁）
數據機速度	14,400 bps（最大值） 自動降回到較低的速度
傳送時間 *	約為 6 秒
碳粉匣使用量 （4% **的頁面覆蓋範圍，** A4 **紙**）	**首次使用的碳粉匣**（隨傳真機附送）：約為 1,875 頁 **更換用碳粉匣 (**FO-29DCCN**)**：約為3,750 頁
磁鼓碳粉匣使用量	**首次使用的碳粉匣**（隨傳真機附送）：20,000 頁（平均） **更換用碳粉匣 (**FO-29DRCN**)**：20,000 頁（平均）
掃瞄解析度	**傳真 / 複印：** **水平**：8 像素 / 公釐 **垂直：** 標準：3.85 行 / 公釐 細緻 / 半色調：7.7 行 / 公釐 精緻：15.4 行 / 公釐 **個人電腦**：增強型 600 dpi

* 根據 ITU-T 測試圖表 #1，在夏普特殊模式下的標準解析度（排除通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

自動文件送紙器	最多 20 頁（80 g/m^2 A4 紙）
半色調（灰階標度）	64 階（個人電腦掃瞄：256 階）
供紙托架容量	200 張（80 g/m^2 A4 紙）
壓縮方案	MMR、MR、MH、Sharp（H2）
適用電話線路	公用電話交換網絡
相容性	ITU-T（CCITT）G3 模式
列印解析度	**水平：**16 行 / 公釐 **垂直：**15.4 行 / 公釐 **個人電腦列印：**600 dpi（增強型 1,800 dpi）
輸入文件尺寸	自動送紙： 寬度：148 至 216 公釐 長度：140 至 297 公釐 手動送紙： 寬度：148 至 216 公釐 長度：140 至 1,000 公釐
有效掃瞄寬度	最寬 210 公釐
有效列印寬度	最寬 202 公釐
接收模式	傳真、電話、電話 / 傳真、電話答錄機
掃瞄速度	8 ppm（A4 紙）
全雙存取	是
複印功能	單張 / 多張 / 分頁（99 份 / 頁）
電源要求	220-240 V AC，50/60 Hz
作業溫度	10-30°C
濕度	20% 至 85% RH
耗電量	待機：9.0 W 最大：840 W

尺寸	寬度：386 公釐 長度：398 公釐 高度：169 公釐
重量	約為 6.3 公斤

秉持著不斷改善的原則，夏普保留對產品改良的設計與規格變更的權利，恕不另行通知。以上列出的效能規格數據均為生產單元的標稱值。在個別生產單元中，上述值可能存在一些偏差。

重要的安全資訊

請務必保存這些指示說明！

在使用傳真機設備時，請務必遵循基本的安全防範措施以減少火災、觸電和人身傷害的危險，這些措施包括：

- 請勿拆裝本傳真機或嘗試執行本說明手册中未述及的程序。請將所有傳真機的維修工作交由合格的技術人員處理。
- 本傳真機只能連接到 220-240 V，50/60 Hz 的接地型（3 叉腳）電源插座上。將傳真機連接到任何其他類型的電源插座均會損壞機器，並致使保固失效。
- 請勿在附近有水的地方或您濕透時安裝或使用傳真機。例如，不要在浴缸、洗臉盆、廚房洗槽、洗衣盆、潮濕的地下室或游泳池附近使用傳真機。請勿將任何液體濺到傳真機上。
- 如果發生以下任何一種情況，請先從電話插座上拔下傳真機的插頭，然後再從電源插座上拔下電源插頭，並洽詢合格的服務代表：
  — 液體濺入傳真機內或傳真機淋到雨或沾到水。
  — 傳真機產生異味、冒煙或發出不正常的噪音。
  — 電源線磨損或損毀。
  — 傳真機掉落或機殼損毀。
- 切勿將任何物體放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

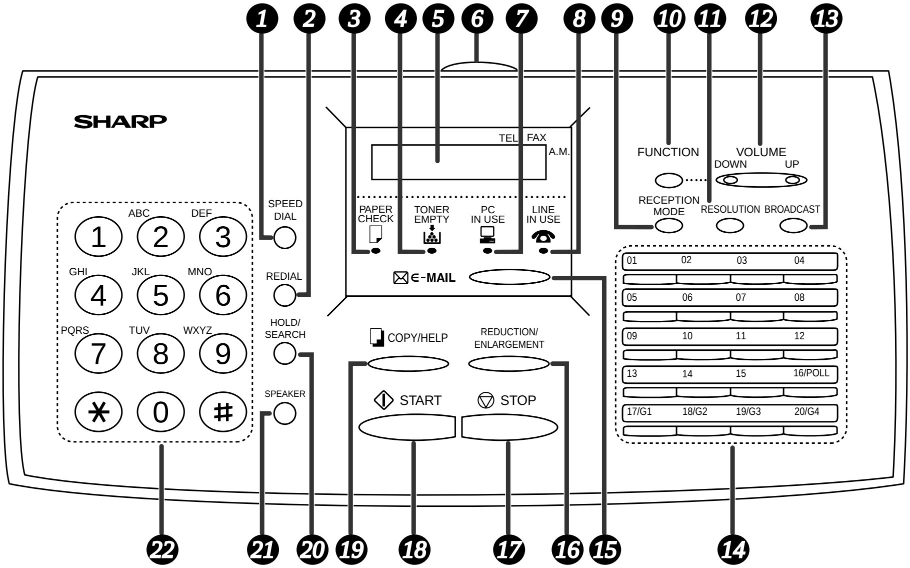
- 切勿將任何物件插入傳真機上的插槽或開口處，這可能會導致火災或觸電的危險。如果有物件掉入傳真機內而您無法將它安全取出，請立即拔下傳真機的電源插頭，然後洽詢合格的服務代表。
- 請勿將傳真機放置在不平穩的推車、支架或桌子上。如果傳真機掉落下來，可能會造成嚴重的毀損。
- 避免在雷雨天氣使用電話（無線電話除外）。否則，可能會因閃電而導致觸電的危險。
- 切勿在瓦斯洩漏的現場附近使用電話報告洩漏事故。
- 請務必將電源插座安裝在靠近設備且易於插接及拔除的地方。

重要事項：

- 本傳真機不能用於具有來電等待、來電轉接或您的電話公司提供的某些其他特殊服務的線路上。如果您嘗試將傳真機與以上任何一項服務一起使用，在傳送和接收傳真訊息時您可能會遇到問題。
- 本傳真機與數位電話系統不相容。

目錄

操作面板概覽



❶ SPEED DIAL（快速撥號）鍵
按下此鍵以使用縮寫的 2 位數快速撥號號碼來撥打傳真或語音號碼。

❷ REDIAL（重撥）鍵
按下此鍵以自動重撥最後撥打的號碼。

❸ PAPER CHECK（紙張檢查）指示燈
在紙匣無紙、夾紙、印表機槽蓋打開或紙張大小錯誤時亮起。

❹ TONER EMPTY（碳粉耗盡）指示燈
在碳粉快耗盡時閃爍，而在需更換碳粉時將持續亮起。

❺ 顯示幕
在操作與設定過程中顯示相關的訊息與提示。

6 **面板釋放裝置**
握住此手柄並朝您的方向拉動以打開操作面板。

7 PC IN USE（**個人電腦使用中**）**指示燈**
在連接至傳真機的電腦正在傳送或接收資料時閃爍。

8 LINE IN USE（**通訊中**）**指示燈**
在傳真機使用電話線路時亮起。

9 RECEPTION MODE（**接收模式**）**鍵**
按下此鍵以選擇接收模式。顯示幕上的箭頭將會指向目前選定的接收模式。

10 FUNCTION（**功能**）**鍵**
按下此鍵以選擇特殊的功能與設定值。

11 RESOLUTION（**解析度**）**鍵**
按下此鍵以調整傳真或複印的解析度。

12 VOLUME **(UP/DOWN)**（**音量**（**向上 / 向下**））**鍵**
在按下了 SPEAKER（**喇叭**）鍵之後，可透過按下這些鍵來調整喇叭的音量，或調整響鈴器平時的音量。您也可以使用這些鍵來捲動 FUNCTION（**功能**）鍵的設定值。

13 BROADCAST（**廣播傳送**）**鍵**
按下此鍵以將文件傳送給一組接收方傳真機。

14 **快速撥號鍵**
按下這些鍵中的其中一個以自動撥打傳真號碼，或將文件以電子郵件附件方式傳送至預設的電子郵件位址。

15 E-MAIL（**電子郵件**）**鍵**
按下此鍵可按電子郵件附件方式傳送文件。在按下此鍵之後，您指定的電子郵件程式將會開啓，以讓您輸入電子郵件位址、主旨及訊息（如有必要）。（有關設定與使用此功能的詳細資訊，請參閱線上指南第 5 章中的 Setting Up the E-mail Key（設定電子郵件鍵）。）

16 REDUCTION/ENLARGEMENT（**縮小 / 放大**）**鍵**
按下此鍵以在複印文件時選擇放大或縮小設定值。

17 STOP（**停止**）**鍵**
按下此鍵以取消尚未完成的操作。

18 START（**開始**）**鍵**
在使用快速撥號、鍵盤直接撥號或正常撥號時，按下此鍵以開始傳送。

19 COPY/HELP（**複印 / 說明**）**鍵**
如果送紙器中裝有文件，按下此鍵以複印文件。在任何其他情況下，按下此鍵以列印說明清單 (操作傳真機的快速參考指南)。

20 HOLD/SEARCH（**暫停 / 搜尋**）**鍵**
在撥號時按下此鍵以搜尋自動撥號傳真號碼。在通話時按下此鍵以將對方置於等候狀態。

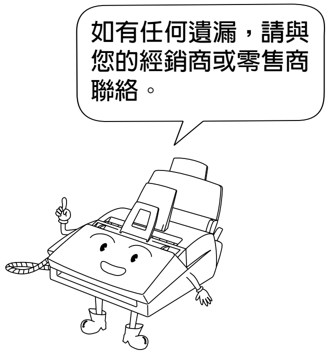
21 SPEAKER（**喇叭**）**鍵**
按下此鍵以在傳送文件時透過喇叭來聆聽線路和傳真訊號。
註：喇叭不是擴音器。您必須拿起聽筒才可以與對方通話。

22 **數字鍵**
使用這些鍵以進行撥號，並在儲存自動撥號號碼時輸入數字和英文字母。

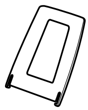
1. 安裝

拆箱核對清單

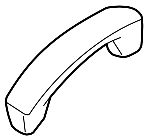




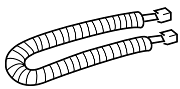
正本文件
支撐架



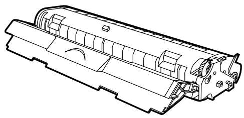
聽筒



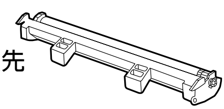
聽筒連接線



碳粉匣

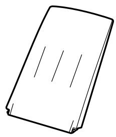


磁鼓碳粉匣（已預先
安裝在傳真機上）

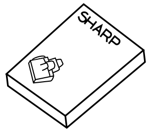




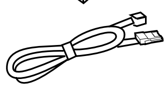
快速鍵標籤



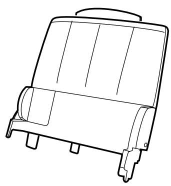
文件接收托架



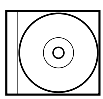
使用手冊



電話線



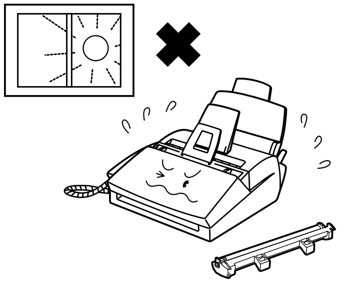
供紙托架



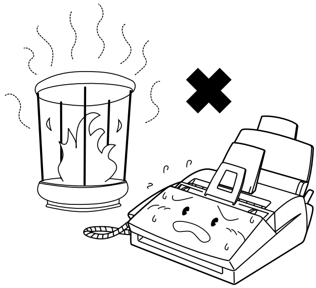
Sharp Laser
Multifunction
CD-ROM

連接

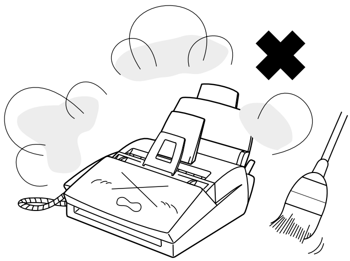
安裝注意事項



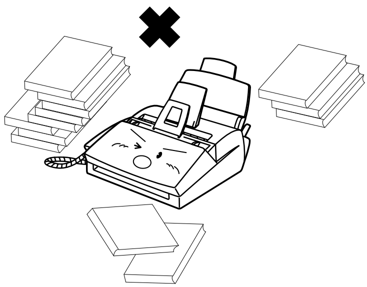
請勿將傳真機或磁鼓碳粉匣放置在陽光直接照射的地方。



請勿將傳真機放置在靠近暖氣裝置或空調設備的地方。



勿使傳真機沾上灰塵。



保持傳真機周圍區域的清潔。

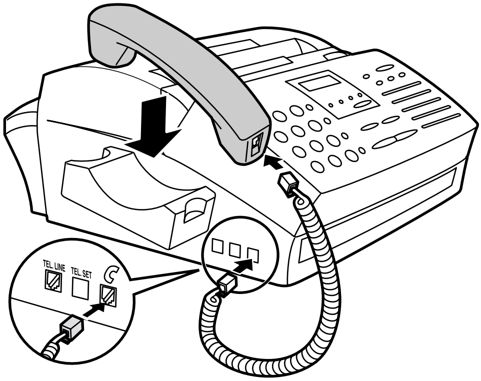
關於冷凝物

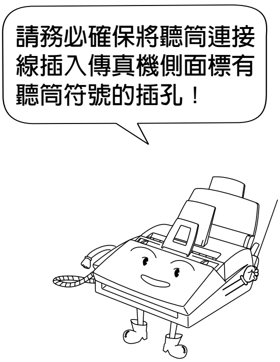
如果將傳眞機從較冷的地方移至較溫暖的地方，傳眞機的掃瞄鏡上可能形成冷凝物，這會妨礙在傳送文件時進行正常掃瞄。要清除冷凝物，請開啓電源，並等候大約兩個小時後才使用傳眞機。

連接聽筒

連接聽筒（如圖所示）並將其置於聽筒架上。

◆ 聽筒連接線的兩端均相同，因此它們可以插入任何一個插孔。





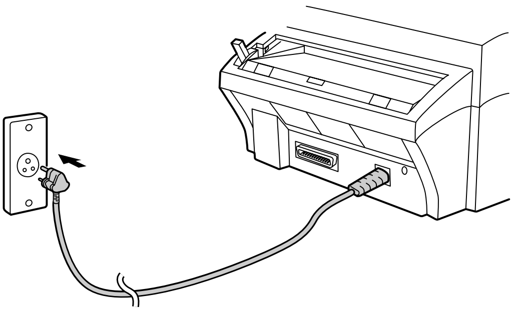


連接電源線

將電源線插入 220-240 V，50/60 Hz 的接地型(3 叉腳)交流電源插座。

◆ 在中斷傳真機的連接時，請先拔下電話線，然後再拔下電源線。

◆ **注意**：請務必將主要插座(插孔插座)安裝在靠近設備且易於插接及拔除的地方。





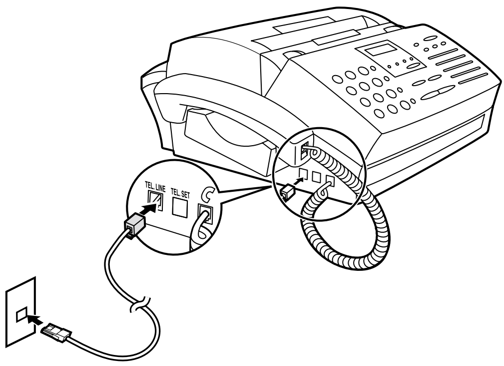
註：如果您所在的地區經常發生閃電或電湧事故，我們建議您爲電源與電話線路安裝電湧保護器。您可以在經銷商那裡或大多數的電話專賣店裡購買到電湧保護器。

移動您的傳真機並重新連接

如果要將您的傳眞機移至新的地點，請先中斷電話線的連接，然後再中斷電源線的連接。在重新連接時，請務必先連接電源線，然後再連接電話線。

連接電話線

將電話線的一端插入傳真機左側標有 TEL.LINE（**電話線**）的插孔中，然後將另一端插入牆上電話插座中。

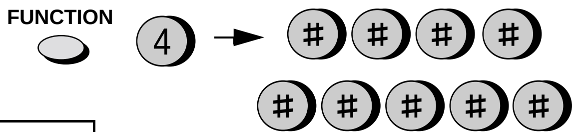




註：您的傳真機已設定為音頻撥號。如果您正在使用脈衝撥號線路，您必須將傳真機設定為脈衝撥號。請按以下所述按下操作面板上的按鍵：

---

1 按下這些鍵：

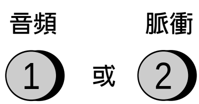


顯示幕上將會顯示：

```
DIAL MODE
1=TONE, 2=PULSE
```

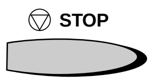
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2 按下 1 以選擇音頻撥號，或按下 2 以選擇脈衝撥號。



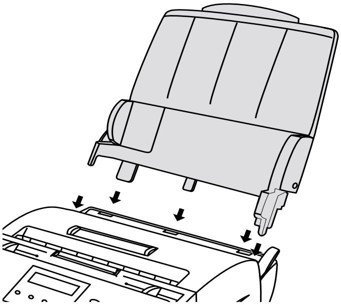
---

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

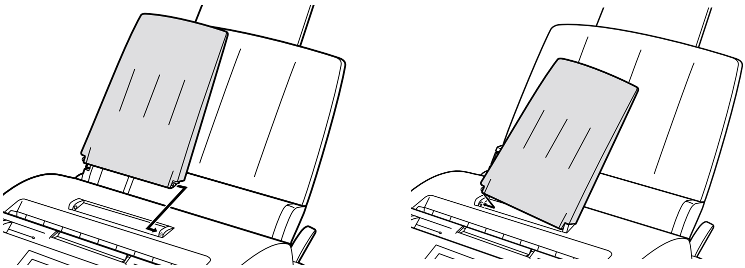


安裝供紙托架與文件支撐架

安裝供紙托架。

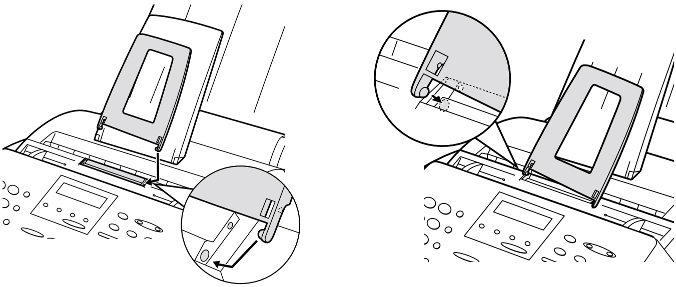


安裝文件接收托架。



安裝正本文件支撐架。

◆ 確保支撐架的前端朝向自己（支撐架應該稍微向您傾斜）。

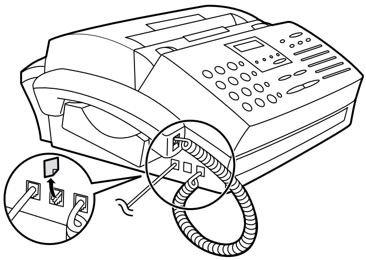


分機（選項）

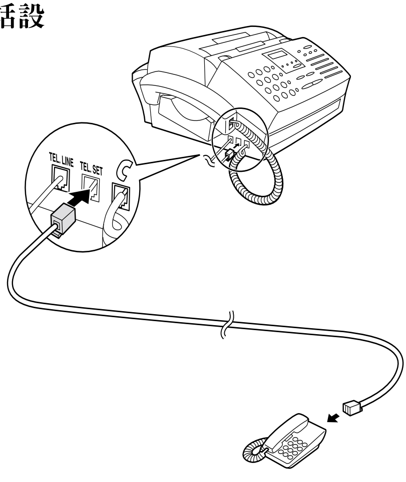
如有必要，您可以將分機連接至傳真機上的 TEL.SET（**電話設定**）插孔。

◆ 要將電話答錄機連接至您的傳真機，請參閱第 6 章連接電話答錄機。

1 取下覆蓋 TEL.SET（**電話設定**）插孔的封條。

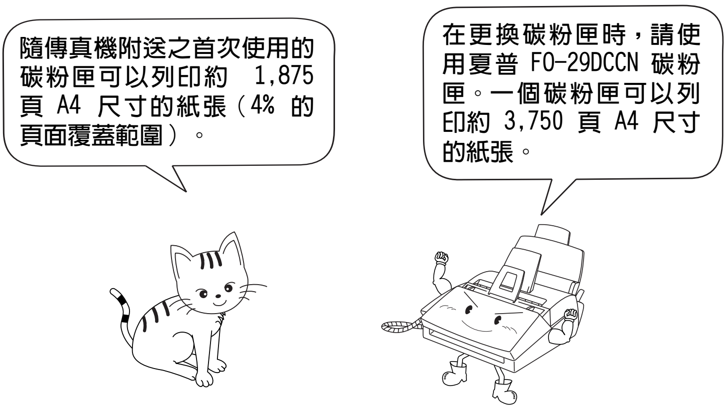


2 將分機電話線連接至 TEL.SET（**電話設定**）插孔。



安裝碳粉匣

您傳真機中的雷射印表機使用碳粉匣與磁鼓碳粉匣。磁鼓碳粉匣已預先安裝在傳真機上，而碳粉匣則必須自行安裝。



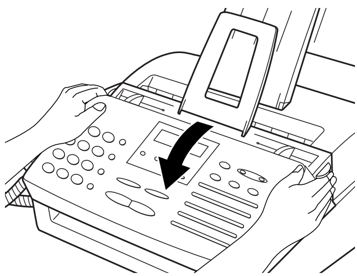
◆ 磁鼓碳粉匣可以列印約 20,000 頁 A4 尺寸的紙張。在更換磁鼓碳粉匣時，請使用夏普 FO-29DRCN 磁鼓碳粉匣。

請執行以下步驟，以安裝碳粉匣並準備磁鼓碳粉匣。

---

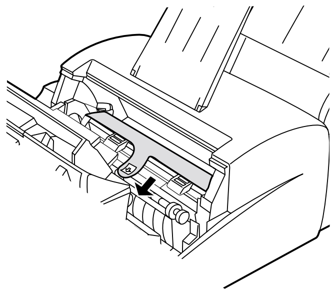
1 握住列印槽蓋的兩側（如圖所示）並向上拉以打開蓋子。

- **注意！**
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。因此切勿觸摸列印槽的內部或在列印槽蓋底層的紙張導板。



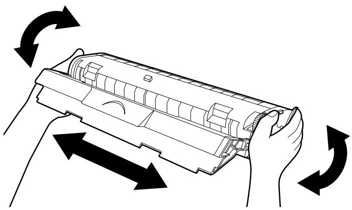
2 磁鼓碳粉匣在出廠時已經安裝好。輕輕拉起紙張標籤以撕下碳粉匣的黑色保護紙。

- 切勿撕破紙張，亦不得將任何紙片留在傳真機內。

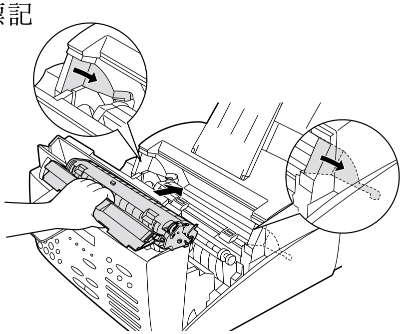


3 從包裝中取出新的碳粉匣。左右搖動碳粉匣四或五次，以使碳粉匣中的碳粉分佈均勻。

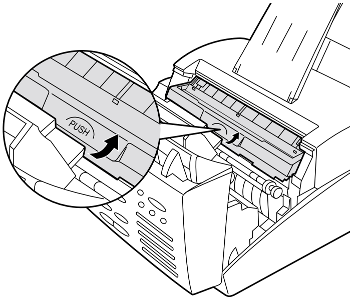
小心撕下碳粉匣的包裝帶並除去包裝紙板。



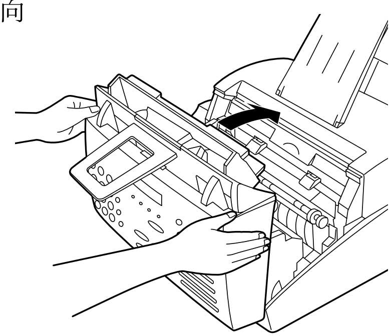
4 握住碳粉匣的把手並使碳粉匣上的標記朝上，然後將它插入列印槽內。



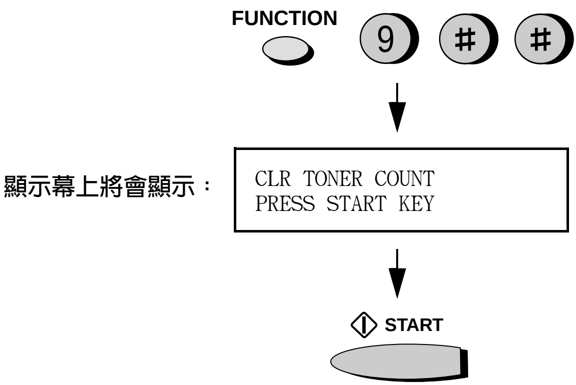
5 將您的拇指放在把手中心標有 PUSH（推）的位置上，然後向下並向內推把手以將碳粉匣插入定位。



6 合上列印槽蓋，並將它的兩側穩固地向下按以確保其完全合上。

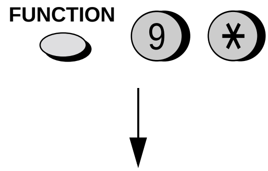


7 透過按下以下按鍵以重新設定碳粉匣計數器：



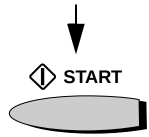
8 透過按下以下按鍵以重新設定磁鼓匣計數器：

- **註**：只有在您更換了磁鼓碳粉匣（而非碳粉匣）後才需要執行此設定。



顯示幕上將會顯示：

CLR DRUM COUNT
PRESS START KEY



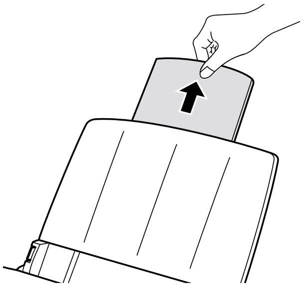
裝入列印紙

您最多可以在供紙托架中裝入 200 張 A4 紙（最重為 80 g/m^2）。

注意！
切勿使用已列印過的紙張的空白面。

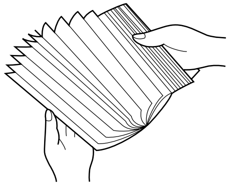
---

1 拉出供紙托架的延伸部份。



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2 來回翻動紙疊，然後將紙疊的邊緣靠在平坦的表面上輕輕拍打，以使其平整。

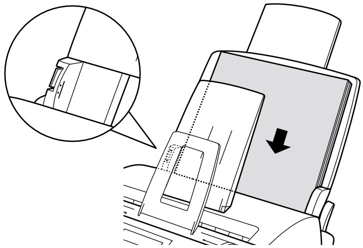


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3 將紙張釋放柄朝您的方向拉動。



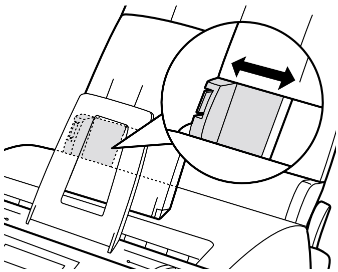
4 將紙疊**平穩地**插入供紙托架，**列印面朝上**。



- 確保紙疊的高度並未超出標記線。裝入過多的紙張可能會導致卡紙或送紙錯誤。
- 在增添新的紙張之前，如果供紙托架中尚有紙張，請將其取出並與新的紙張一起整理成一疊。

重要事項：
請務必正確裝入紙張，以便能在紙張的**列印**面上進行列印。在非列印面上進行列印可能會導致很差的列印品質。

5 確保紙疊與右側紙張導板對齊，然後將左側紙張導板輕輕移至 A4 位置。

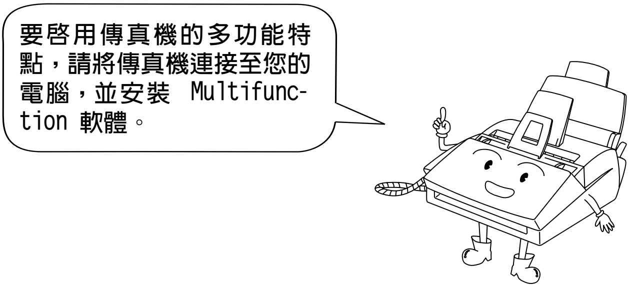


6 將紙張釋放柄推回原來的位置。

- **註**：紙張如果沒有正確送入，請從供紙托架中取出所有紙張，然後再從頭開始重覆執行裝入程序。



設定 Multifunction 介面



連接並列電纜

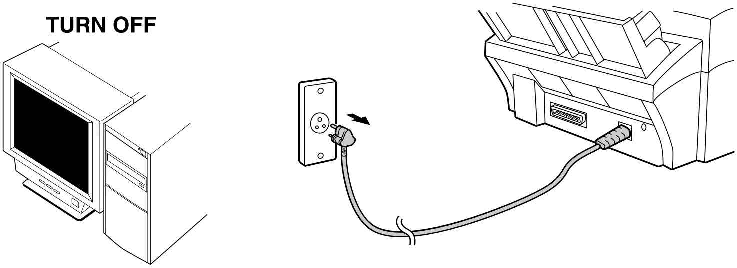
使用並列電纜將傳眞機連接至您的電腦。

◆ 如果您沒有並列電纜，您可以從您的經銷商那裡或任何電腦商店裡購買此電纜。

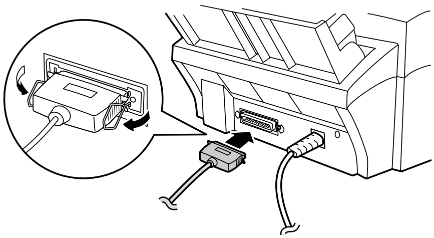
◆ 確保電纜符合 IEEE 1284 規範。建議您使用不超過兩公尺的屏蔽電纜。

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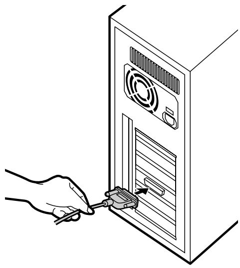
1 確保您的電腦已關閉，並且拔下了傳眞機的電源插頭。



2 將電纜的一端連接至 Sharp Laser Multifunction 傳真機的連接埠。將連接埠兩側的卡夾按扣到電纜接頭上以將它固定。



3 將電纜的另一端連接至電腦背面的並列埠。



註：通常您無需變更電腦設定（BIOS）程式中的並列埠設定值。但是，如果您發現 Sharp Laser Multifunction 傳真機在掃瞄或列印時無法正常操作，您可能需要變更設定值。在這種情況下，請選擇 ECP、PS2、雙向或類似的並列埠模式。

安裝 Multifunction 軟體

最低系統需求	
處理器：	Pentium 90 MHz 或更高
作業系統：	Windows® 95/98、Windows NT® 4.0（Service Pack 3 或更高版本），英文版本
實體 RAM：	Windows 95/98：16 MB Windows NT 4.0：32 MB
可用硬碟空間：	Windows 95/98：30 MB Windows NT 4.0：35MB

◆ Sharp Laser Multifunction 軟體無法透過隨插即用的方式安裝。如果在您開啓電腦時出現 New Hardware Found（**找到新硬體**）方塊，請按下 Cancel（**取消**）按鈕以結束此對話方塊。

◆ 如果您的電腦中裝有其他多功能裝置軟體，請先解除安裝該軟體，然後再安裝 Sharp Laser Multifunction 軟體。否則，Sharp Laser Multifunction 軟體可能無法正常運作。

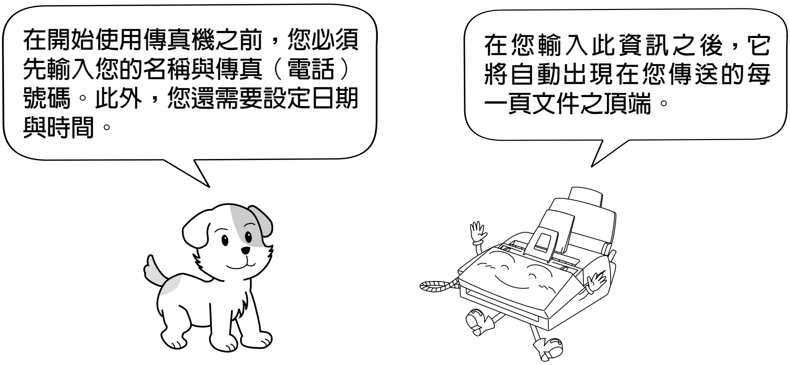
1. 將 Sharp Laser Multifunction CD 放入電腦的 CD-ROM 光碟機。
2. 如果 **Sharp Laser Multifunction Setup**（**Sharp Laser Multifunction 安裝**）視窗出現，請按一下視窗中的 Next（**下一步**），然後移至步驟 4。如果視窗沒有出現，請按一下 Windows 工作列上的 **Start**（**開始**）按鈕，然後選擇 **Run...**（**執行 ...**）指令。
3. 在 Open（**開啓**）文字方塊中鍵入 e:\setup（此處的 e 是您 CD-ROM 光碟機的代號），然後按一下 OK（**確定**）。
4. 按照螢幕上出現的指示進行。
5. 在安裝完成時，重新啓動電腦。

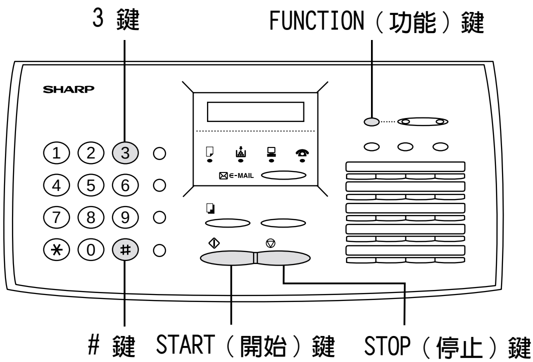
線上操作指南

您可以在 CD 的 Online Guide（線上指南）中找到有關使用 Sharp Laser Multifunction 軟體的詳細說明。要開啓指南，請執行以下步驟：

1. 將 Sharp Laser Multifunction CD 放入 CD-ROM 光碟機（如果 **Sharp Laser Multifunction Setup**（**Sharp Laser Multifunction 安裝**）視窗出現，請按一下 **Cancel**（**取消**），然後按一下 **Exit Setup**（**結束安裝**）以關閉視窗）。
2. 按一下 Windows 工作列上的 **Start**（**開始**）按鈕，再指向 **Programs**（**程式集**），然後指向 **Sharp Laser Multifunction**。按一下 **Online Guide**。

輸入您的名稱與傳真號碼





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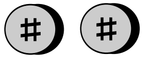
1 按下這些鍵：



顯示幕上將會顯示：

```
ENTRY MODE
PRESS * OR #
```

2 按兩下 # 鍵。
（或按兩下 UP（**向上**）鍵。）

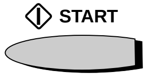


顯示幕上將會顯示：

```
OWN NUMBER SET
PRESS START KEY
```

註：在捲動設定值時，您可以按下 UP（向上）鍵以取代 # 鍵，並按下 DOWN（向下）鍵以取代 ✱ 鍵。

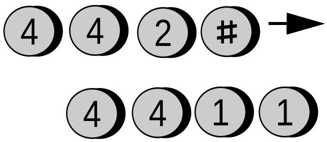
3 按下 START（**開始**）鍵。



顯示幕上將會顯示：

```
ENTER FAX #
```

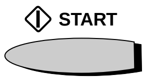
4 透過按下數字鍵來輸入您的傳眞號碼（最多 20 位數）。



（範例）

- 要在數字間插入空格，請按下 # 鍵。要輸入 “+”，請按下 ✱ 鍵。
- 如果輸入錯誤，請按下 SPEED DIAL（**快速撥號**）鍵以退回並清除錯誤。

5 按下 START（**開始**）鍵以將傳眞號碼輸入記憶體中。



顯示幕上將會顯示：

```
ENTER YOUR NAME
```

6 按下代表每個英文字母的數字鍵（如下圖所示）來輸入您的名稱。您最多可以輸入 24 個字元。

範例：SHARP = 77777 444 22 7777 SPEAKER 77

SPACE = 1 1
A = 2 2
B = 2 2 2
C = 2 2 2 2
D = 3 3
E = 3 3 3
F = 3 3 3 3
G = 4 4
H = 4 4 4
I = 4 4 4 4
J = 5 5
K = 5 5 5
L = 5 5 5 5
M = 6 6
N = 6 6 6
O = 6 6 6 6
P = 7 7
Q = 7 7 7
R = 7 7 7 7
S = 7 7 7 7 7
T = 8 8
U = 8 8 8
V = 8 8 8 8
W = 9 9
X = 9 9 9
Y = 9 9 9 9
Z = 9 9 9 9 9

◆ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首英文字母後按下 SPEAKER（**喇叭**）鍵。
（SPEAKER（**喇叭**）鍵可將游標向前移動，HOLD/SEARCH（**暫停 / 搜尋**）鍵可將游標向後移動。）

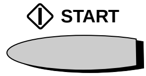
◆ 要清除錯誤，請按下 SPEED DIAL（**快速撥號**）鍵。

◆ 要變更字母大小寫，請按下 REDIAL（**重撥**）鍵。

◆ 要選擇以下其中一個符號，請重複按下 # 鍵或 ＊ 鍵：
./ !" # $ % & ' ( ) ＊ + , - :;< = > ? @〔 〕^ _ ' { | }

游標：顯示幕上的黑色方塊，表示即將在此處輸入數字或英文字母。

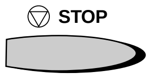
7 按下 START（**開始**）鍵。



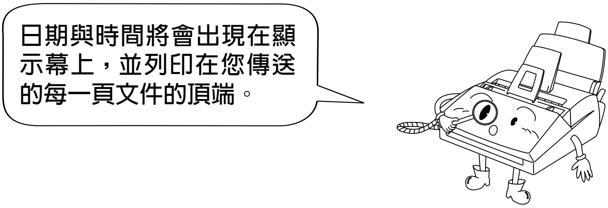
顯示幕上將會顯示：

```
SECURITY SELECT
1=ON, 2=OFF
```

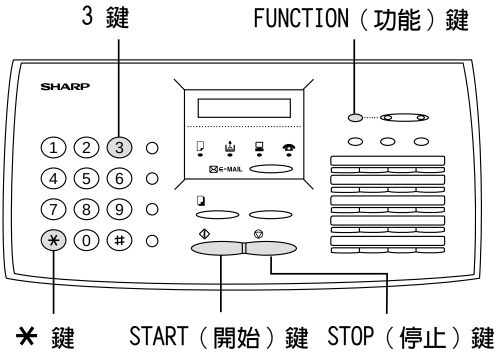
8 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



設定日期與時間



您可以透過按下操作面板上的按鍵來設定日期與時間，如下所示。



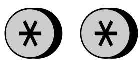
1 按下這些鍵：



顯示幕上將會顯示：

```
ENTRY MODE
PRESS ✱ OR #
```

2 按下這些鍵：

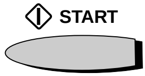


顯示幕上將會顯示：

```
DATE & TIME SET
PRESS START KEY
```

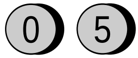
3 按下 START（**開始**）鍵。

- 目前設定的日期將出現在顯示幕上。



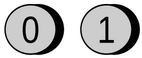
4 輸入表示日期的兩位數號碼（「01」至「31」）。

- 要更正錯誤，請按下 SPEED DIAL（**快速撥號**）鍵以將游標移回至出現錯誤的位置，然後輸入正確的數字。



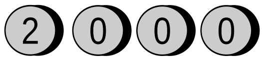
範例：5 日

5 輸入表示月份的兩位數號碼（「01」表示一月，「02」表示二月，「12」表示十二月，以此類推）。



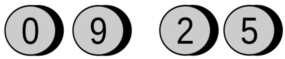
範例：一月

6 輸入年度（四位數）。



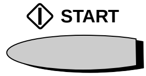
範例：2000 年

7 輸入表示小時的兩位數號碼（「00」至「23」）與表示分鐘的兩位數號碼（「00」至「59」）。



範例：9:25

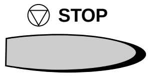
8 按下 START（**開始**）鍵以啓動時鐘。



顯示幕上將會顯示：

```
STORE JUNK FAX #
1=SET, 2=CLEAR
```

9 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



設定接收模式

您的傳真機具有以下四種模式，可用來接聽來電與接收傳送進來的傳真：

TEL（**電話**）模式：
此模式最適用於接聽電話呼叫。雖然您亦可以接收傳真，但是所有的呼叫均須透過拿起傳真機或連接至同一線路的分機之聽筒才可接聽。

FAX（**傳真**）模式：
如果您只用來接收傳真，請選擇此模式。傳真機將自動接聽所有呼叫並接收傳送進來的傳真。

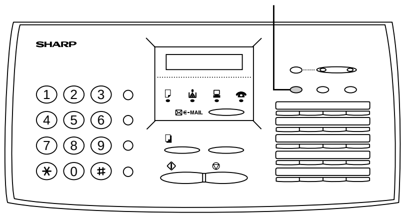
TEL/FAX（**電話 / 傳真**）模式：
此模式極適用於接收傳真與接聽語音呼叫。在接受到呼叫時，傳真機將自動偵測該呼叫是否爲語音呼叫（包括手動撥號的傳真），或自動撥號傳真。如果是語音呼叫，傳真機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳真，傳真機將自動開始接收。

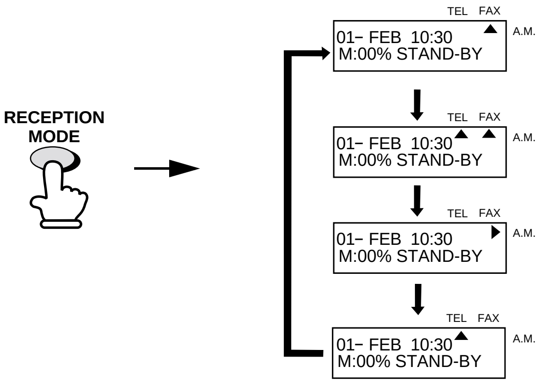
A.M.（**電話答錄機**）模式：
只有在您已將電話答錄機連接至傳真機時，才可使用此模式（請參閱第 6 章）。在您外出時請選擇此模式，以讓電話答錄機接收留言，傳真機接收傳真。

設定接收模式

按下 RECEPTION MODE（**接收模式**）鍵，直到顯示幕上的箭頭指向所要的模式。

RECEPTION MODE（**接收模式**）鍵





要獲得更多有關在 TEL（電話）、TEL/FAX（電話 / 傳真）及 FAX（傳真）模式中接收傳真的資訊，請參閱第 3 章的接收文件。要獲得更多有關使用 A.M.（電話答錄機）模式的資訊，請參閱第 6 章的連接電話答錄機。

選擇接收裝置

如果您已將傳真機連接至電腦，並安裝了 Multifunction 軟體，您可以選擇由傳真機或電腦接收傳送進來的傳真。

◆ 起始設定是 FAX（傳真機）（由傳真機接收）。

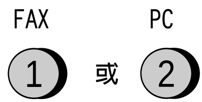
1 按下這些鍵：



顯示幕上將會顯示：

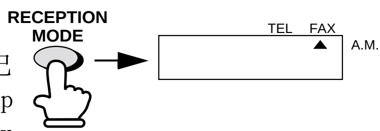
```
RECEIVE UNIT
1=FAX, 2=PC
```

2 按下 1（傳眞）以選擇傳眞機，或按下 2（個人電腦）以選擇電腦。



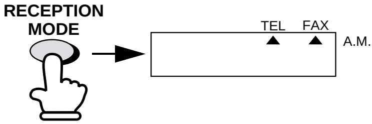
- 顯示幕將會簡短地顯示您的選擇，然後恢復爲日期與時間顯示幕。

3 如果您選擇由電腦接收傳眞，並且要電腦自動接聽所有呼叫，請將傳眞機的接收模式設定爲 FAX（傳眞）。



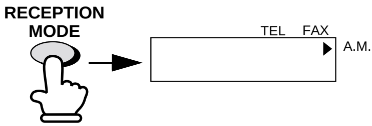
- 請確保 Multifunction Desktop 軟體已執行，並且在 Multifunction Desktop 的 Fax（傳眞）選單中選擇了 **Fax Receive（傳眞接收）**（核選標記會出現在它的旁邊），否則傳眞機將接收傳眞。

4 如果您選擇了由電腦接收，但同時亦要接聽語音呼叫，請將傳眞機的接收模式設定爲 TEL/FAX（電話 / 傳眞）。



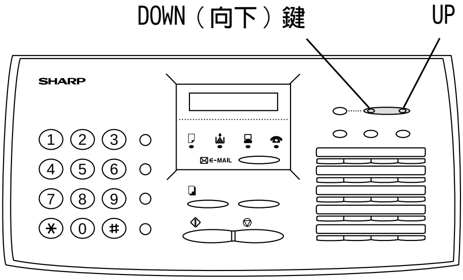
- 只有在傳送方傳眞機發出傳眞訊號時，Multifunction Desktop 才會接收傳眞（請確保您在 Multifunction Desktop 的 Fax（傳眞）選單中選擇了 Fax Receive（**傳眞接收**））。要在拿起聽筒後接收傳眞，請按下 START（**開始**）鍵（在這種情況下，傳眞機將接收傳眞）。

5 如果您選擇了由電腦接收，但同時亦要接收連接至傳眞機的電話答錄機中的留言（如第 6 章所述），請將傳眞機的接收模式設定爲 A.M.（電話答錄機）。



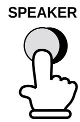
調整音量

您可以使用 UP（**向上**）與 DOWN（**向下**）鍵來調整喇叭與響鈴器的音量。



喇叭

1 按下 SPEAKER（**喇叭**）鍵。



2 按下 UP（**向上**）或 DOWN（**向下**）鍵。



顯示幕上：

```
29-JAN 01:44
SPEAKER:HIGH
```

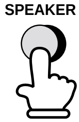
↕

```
29-JAN 01:44
SPEAKER:MIDDLE
```

↕

```
29-JAN 01:44
SPEAKER:LOW
```

3 在顯示幕顯示所需的音量等級時，請按下 SPEAKER（**喇叭**）鍵以關閉喇叭。



響鈴器

1 按下 UP（**向上**）或 DOWN（**向下**）鍵（切勿按下 SPEAKER（**喇叭**）鍵）。



- 響鈴器將在選擇的音量等級時響鈴一次，然後顯示幕上將重新出現日期與時間。

顯示幕上：

```
29-JAN 01:44
RINGER:HIGH
```

↕

```
29-JAN 01:44
RINGER:MIDDLE
```

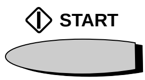
↕

```
29-JAN 01:44
RINGER:LOW
```

↕

```
RINGER:OFF OK ?
OK:PRESS START
```

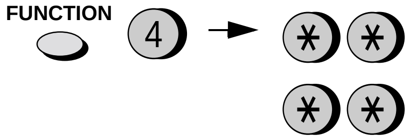
2 如果您選擇了 RINGER :OFF OK?（是否關閉響鈴器？），請按下 START（**開始**）鍵。



嗶聲持續時間

在傳送、接收或複印結束時，傳真機通常會發出 3 秒的嗶聲訊號。如有必要，您可以將嗶聲的持續時間變更為 1 秒或關閉嗶聲。

1 按下這些鍵：



顯示幕上將會交替顯示：

```
BEEP LENGTH
1=3 SEC, 2=1 SEC
```

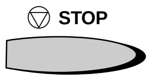
```
BEEP LENGTH
3=NO BEEP
```

2 按下 1 表示持續 3 秒，按下 2 表示持續 1 秒，或按下 3 表示不發出嗶聲。



範例：
不發出嗶聲

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



2. 傳送文件

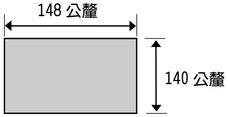
可傳送的文件

尺寸與重量

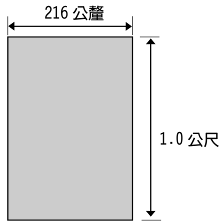
您擇選一次裝入一頁或一次裝入多頁，將決定您可在文件送紙器中裝入的文件尺寸與重量。

一次裝入一頁：

最小尺寸



最大尺寸



最小重量

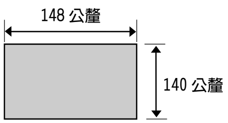
52 g/m^2

最大重量

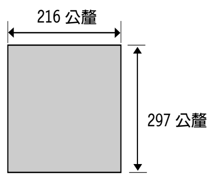
157 g/m^2

一次裝入多頁：

最小尺寸



最大尺寸



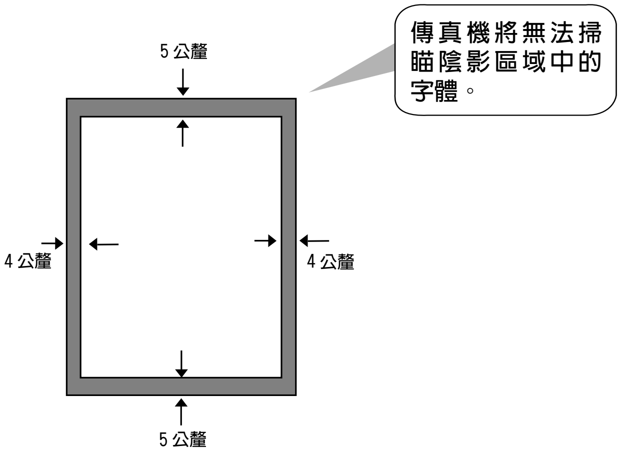
最小重量

52 g/m^2

最大重量

80 g/m^2

註：系統將不會掃瞄文件邊緣的字體或圖形。



其他限制

- 掃瞄器無法識別黃色、淺黃綠色或淺藍色的墨水。
- 在文件送入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已乾透。
- 在裝入送紙器之前，所有的迴形針、釘書針與圖釘都必須先從文件上取下。否則，傳真機可能會因此而損壞。
- 凡是有修補過的、含膠帶的、撕破的、小於最小尺寸的、可複寫的、易弄髒的或滑面的文件均應事先影印，然後再將副本裝入送紙器中。

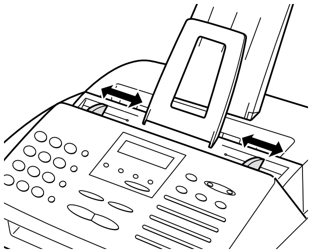
裝入文件

送紙器一次最多可裝入 20 頁的紙張。這些紙張將從底部頁面開始自動裝入傳眞機中。

- ◆ 如果您要傳送或複印的文件超過 20 頁，您可以在掃瞄最後一頁的前一刻，將附加的紙張小心地輕放在送紙器中。請勿嘗試強行推入紙張，因爲這樣可能會導致雙重送紙或夾紙。
- ◆ 如果您的文件中包含幾頁大的或厚的紙張，而這些紙張必須一次一頁地裝入，請在掃瞄前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

---

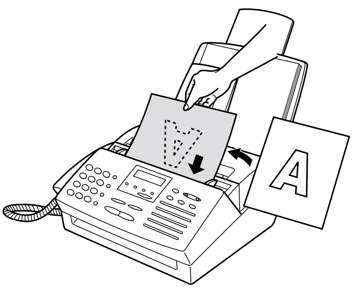
1 將文件導板調整至您的文件寬度。



---

2 將文件面朝下地放置在傳眞機上，並將其輕輕地推入文件送紙器。請先將文件的頂端邊緣放入傳眞機中。

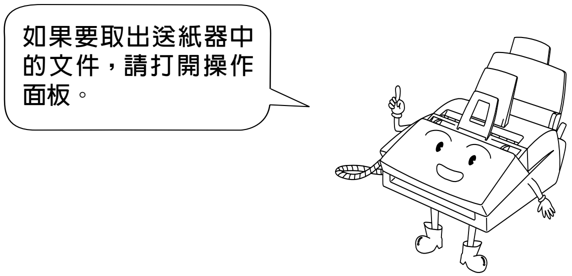
- 送紙器會將文件的前緣拉入傳眞機中。顯示幕上將會出現 SEND READY（傳送就緒）訊息。



3 如以下幾頁的解析度與對比度部份所述，調整解析度與 / 或對比度設定值（如有必要），然後如這裡稍後的透過正常撥號傳送傳眞部份所述，撥打接收方傳眞機號碼。

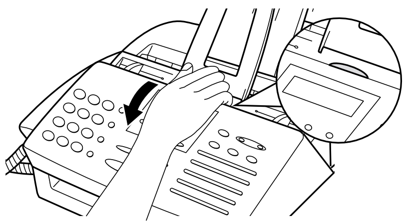


取下送紙器中的文件

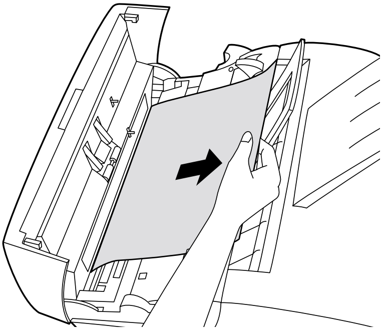


重要事項！
請勿嘗試在未打開操作面板的情況下取出文件，這可能會損壞送紙器的機件。

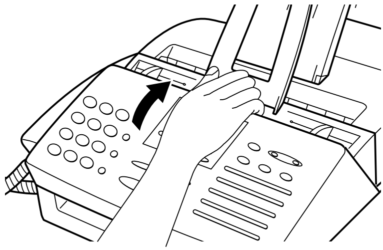
1 握住面板釋放裝置並向上拉以打開操作面板。



2 裝入文件。

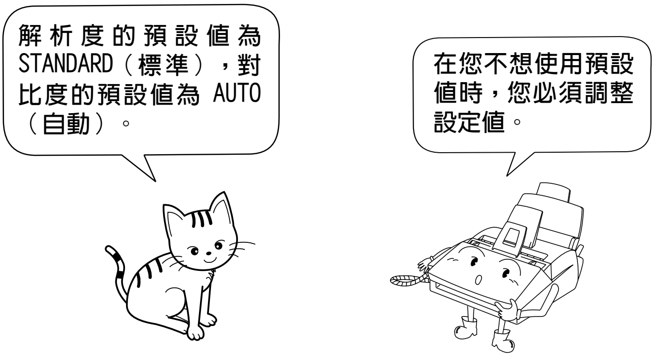


3 合上操作面板，並確保其卡入定位。



調整解析度與對比度

如有必要，您可以在傳送文件之前先調整解析度與對比度。



註：解析度與對比度設定值僅適用於傳送與複印文件，對於接收文件則無效。

解析度設定值

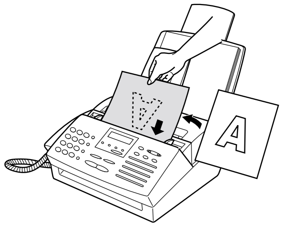
STANDARD（標準）	對於一般文件，請使用 STANDARD（標準）設定值。這是最快、最經濟的文件傳送方式。
FINE（細緻）	對於含有小字體或精緻圖形的文件，請使用 FINE（細緻）設定值。
SUPER FINE（精緻）	對於含有極小字體或極精緻圖形的文件，請使用 SUPER FINE（精緻）設定值。
HALF TONE（半色調）	對於相片與插圖，請使用 HALF TONE（半色調）設定值。傳真機會將正本文件以 64 灰階陰影送出。

對比度設定值

AUTO（自動）	對於一般文件，請使用 AUTO（自動）設定值。
DARK（暗）	對於文字模糊的文件，請使用 DARK（暗）設定值。

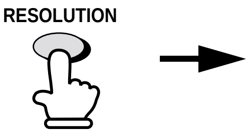
1 裝入文件。

- 您必須先裝入文件，然後才可以調整解析度與對比度。



2 按一下或多下 RESOLUTION（**解析度**）鍵，直到顯示幕上出現所要的解析度與對比度設定值。

- 在您第一次捲動尋找解析度設定值清單時，對比度設定值 AUTO（自動）將會出現在每個解析度設定值的旁邊。在您第二次捲動尋找清單時，顯示幕上將會出現對比度設定值為 DARK（暗）的訊息。




```
29-JAN 01:44
STANDARD          :AUTO
```
↓
```
29-JAN 01:44
FINE              :AUTO
```
↓
```
29-JAN 01:44
SUPER FINE        :AUTO
```
↓
```
29-JAN 01:44
HALF TONE         :AUTO
```
↓
```
29-JAN 01:44
STANDARD          :DARK
```
↓ ↓ ↓
```
29-JAN 01:44
HALF TONE         :DARK
```

註：如果您要使用 SUPER FINE（精緻）解析度傳送文件，那麼接收方傳真機也必須具有相同的解析度。否則，您的傳真機將自動使用另一個最適用的可選設定值。

變更預設解析度

如有必要，您可以將傳送文件的預設解析度變更為 FINE（細緻）。請執行以下步驟。

1 按下這些鍵：



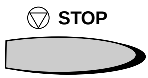
顯示幕上將會顯示：

```
FINE PRIORITY
1=YES, 2=NO
```

2 按下 1（是）以將預設解析度設定為 FINE（細緻），或按下 2（否）以將其設定為 STANDARD（標準）。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



透過正常撥號傳送傳真

在正常撥號時，您可以拿起聽筒（或按下 SPEAKER（**喇叭**）鍵），然後透過按下數字鍵以進行撥號。

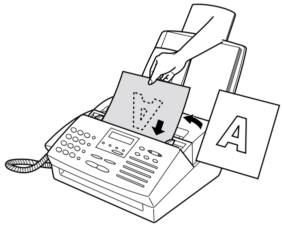
◆ 如果有人接聽，您可以先透過聽筒與他們通話，然後才傳送傳真（如果您已按下 SPEAKER（**喇叭**）鍵，則必須拿起聽筒來通話）。

◆ 正常撥號容許您聽取線路並確定對方的傳真機是否有回應。

---

1 裝入文件。（註：如有必要，您可以在完成步驟 3 的撥號之後裝入文件）。

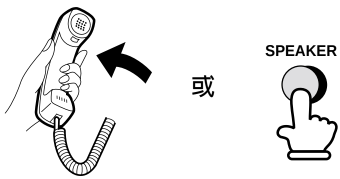
- 顯示幕上將會出現 SEND READY（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。





---

2 拿起聽筒或按下 SPEAKER（**喇叭**）鍵。聆聽撥號訊號。



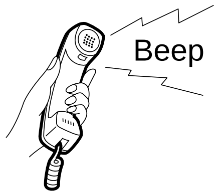
---

3 透過按下數字鍵，撥打接收方傳真機的號碼。



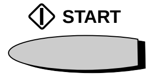
（範例）

4 等待連接。取決於接收方傳真機的設定值，您將會聽到傳真機接收訊號或對方將有人接聽。



- 如果對方接聽，請他們按下其傳真機的開始鍵（如果您已按下 SPEAKER（**喇叭**） 鍵，請拿起聽筒與他們通話）。這樣可以使接收方傳真機發出接收訊號。

5 在您聽到接收訊號時，請按下 START（**開始**）鍵。如果您使用的是聽筒，請將其放回原處。



- 傳送完成之後，傳真機會發出一次嗶聲。

使用 REDIAL（重撥）鍵

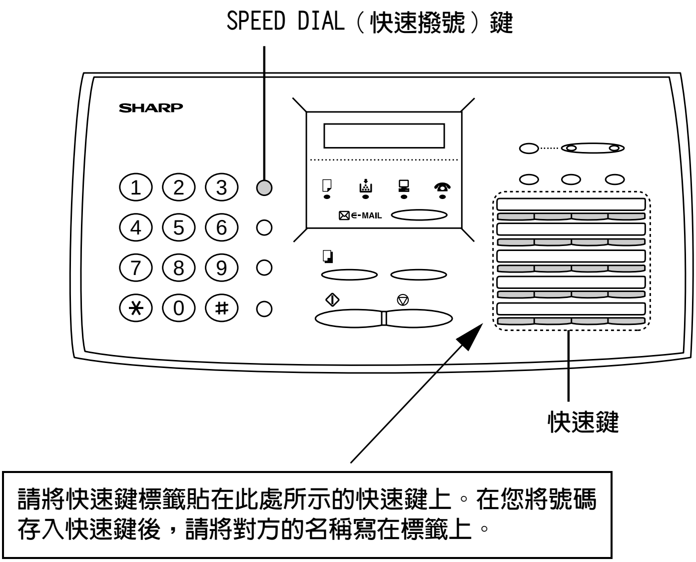
您可以按下 REDIAL（**重撥**）鍵以重撥最後一次撥出的號碼。要傳送文件，請在成功連接並聽到傳真訊號時按下 START（**開始**）鍵。請注意：在您按下 REDIAL（**重撥**）鍵後喇叭將自動啓動。

透過自動撥號傳送傳真

您只需透過按下快速鍵或按下 SPEED DIAL（**快速撥號**）鍵並輸入兩位數數字，即可撥打傳真或電話號碼。

要使用快速鍵或快速撥號號碼，您必須先在快速鍵或快速撥號號碼中設定完整的傳真號碼。一般上，您可以在快速鍵中設定最常用的號碼，這將帶給您許多的便利。

- ◆ 共有 20 個快速鍵號碼與 100 個快速撥號號碼可供您使用。
- ◆ 此外，您還可以將區域碼或存取碼儲存在快速鍵或快速撥號號碼中。
- ◆ 您可以使用快速鍵或快速撥號號碼，將傳真以電子郵件附件方式傳送至電子郵件地址。要為電子郵件設定快速鍵或快速撥號號碼，請參閱線上使用指南第 5 章的 Using the Multifunction Control Panel（使用多功能控制面板）。



將傳真與電話號碼儲存為自動撥號

1 按下這些鍵：



顯示幕上將會顯示：

```
FAX/TEL # MODE
1=SET,2=CLEAR
```

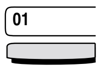
2 按下 1 鍵以選擇設定。



顯示幕上將會顯示：

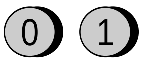
```
FAX/TEL # SET
SPEED # OR RAPID
```

3 要將號碼存入快速鍵，請按下所要的快速鍵。



範例：
快速鍵 01

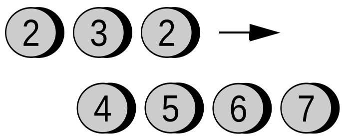
要儲存快速撥號號碼，請透過按下數字鍵以輸入所要的 2 位數數字(從 00 至 99)。



範例：
快速撥號 01

4 透過按下數字鍵輸入傳真或語音號碼。

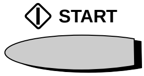
- 要清除錯誤，請按下 SPEED DIAL（**快速撥號**）鍵。



（**範例**）

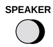
◆ 如果爲了存取某項特殊服務或接通外線而需在任何數字之間暫停，請按下 REDIAL（**重撥**）鍵。暫停將以連字號顯示。您可在一列內輸入多次暫停。

5 按下 START（**開始**）鍵。



6 如下所示透過按下數字鍵輸入對方的名稱（如果您不要輸入名稱，請直接移至步驟 7）。

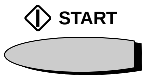
SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

範例：SHARP = 77777 444 22 7777 

77

- 要清除錯誤，請按下 SPEED DIAL（**快速撥號**）鍵。
- 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首英文字母後按下 SPEAKER（**喇叭**）鍵。
- 要選擇以下其中一個符號，請重複按下 # 鍵或 ＊ 鍵：
  ./ !" # $ % & ' ( ) ＊ + , - :;< = > ? @〔 〕^ _ ' { | }

7 按下 START（**開始**）鍵。

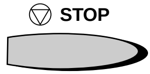


8 如果所設定的號碼是用於連續撥號的區域碼或存取碼，請按下 1（請參閱以下區域碼與存取碼的連續撥號部份）。如果該號碼屬於普通的傳真或語音號碼，請按下 2（或 START（**開始**））。



9 返回至步驟 3 以儲存另一個號碼，或按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 3 或



區域碼與存取碼的連續撥號

您也可以按照以上所述的設定程序，在快速鍵或快速撥號號碼中設定區域碼或存取碼。在步驟 8 中，按下 1 以將號碼設定爲連續撥號號碼。

在您透過設定爲連續撥號的快速鍵或快速撥號號碼撥打區域碼或存取碼之後，傳真機將等候您撥打其餘的號碼（要撥打其餘的號碼，您可以透過按下快速鍵、按下快速撥號鍵並輸入快速撥號號碼、或按下數字鍵來撥打其餘的號碼）。請注意：如果已在快速鍵或快速撥號號碼中設定其餘的號碼，這些號碼**不應設定**爲連續撥號號碼。

◆ 透過連續撥號一次最多可撥打 50 位數字。

清除自動撥號號碼

1 按下這些鍵：



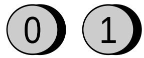
顯示幕上將會顯示：

```
FAX/TEL # MODE
1=SET,2=CLEAR
```

2 按下 2 以選擇 CLEAR（清除）。

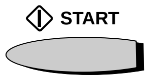


3 按下快速鍵或輸入您要清除的快速撥號號碼（按下數字鍵）。



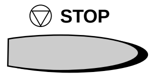
範例：
快速撥號 01

4 按下 START（**開始**）鍵。



5 返回至步驟 3 以清除另一個號碼，或按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 3 **或**



註：您無法清除已用於計時器操作或包括在群組鍵的號碼。請先從計時器操作或群組中清除該號碼，然後再清除快速鍵或快速撥號號碼。要檢查號碼用於何處，請如第 8 章所述列印群組清單或計時器清單。

變更號碼

要變更之前儲存的號碼，請重複執行設定程序。請選擇您要在步驟 3 中變更的快速鍵或快速撥號號碼，當它們在步驟 4 和步驟 6 中出現在顯示幕上時，變更號碼與 / 或名稱。

註：傳真機使用的是鋰電池，可在電源關閉時將自動撥號號碼與其他設定的資料儲存於記憶體中。電源關閉時，所消耗的主要是電池電能。如果電源一直關閉，則電池的使用壽命大約爲 5 年。如果電池電能已耗盡，請洽詢您的經銷商或零售商以將其更換。請勿嘗試自己更換。

雙存取

傳真機具有全雙存取功能，這樣即使傳真機正忙於另一種操作，您也可以裝入文件並透過自動撥號來撥號。撥號完畢之後，傳真機會立即將您的文件掃瞄到記憶體中，並在完成所有之前設定的操作之後傳送文件。

如果有超過一份以上的文件已掃瞄到記憶體中以進行傳送，則傳真機將按照這些文件的掃瞄次序傳送。

- 傳真機的記憶體中平均可儲存大約 110 頁的內容。如果使用細緻或半色調解析度來掃瞄任何頁面，則可儲存的頁面將會減少。
- 傳真機最多可同時執行 30 項傳送工作。
- 目前已佔用的記憶體容量將按百分比（M:00%）顯示在顯示幕上。

如果記憶體已滿 ...

如果在掃瞄文件時記憶體被佔滿，顯示幕上將會出現 MEMORY FULL（記憶體已滿）訊息。請按以下所述按下 START（**開始**）鍵或 STOP（**停止**）鍵：

- 如果您要傳送已儲存在記憶體中的頁面，請按下 START（**開始**）鍵。其剩餘的頁面會從送紙器中出退出。傳送結束後，記憶體中的內容將被清除，您即可繼續傳送剩餘的頁面。此外，您也需要傳送那些恰好在記憶體被佔滿時掃瞄到的頁面。
- 如果您要取消整個傳送操作，請按下 STOP（**停止**）鍵。

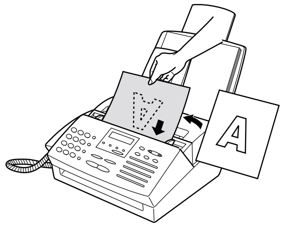
如果您在一分鐘內未按下 START（**開始**）鍵或 STOP（**停止**）鍵，則傳送操作將被取消，而且已掃瞄過的頁面也將從記憶體中清除。您需要重新傳送文件的所有頁面。

快速鍵撥號

如果您已在快速鍵中設定要撥打的號碼，則您可以透過按下快速鍵來撥號。

1 裝入文件。

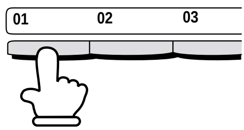
- 顯示幕上將會出現 SEND READY（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。





2 按下相應的快速鍵。

- 一旦建立連接之後，傳真機將自動傳送文件。



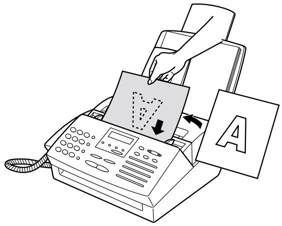
（範例）

快速撥號

如果您已在快速撥號號碼中設定了要撥打的號碼，則您可以透過按下 SPEED DIAL（**快速撥號**）鍵，然後輸入快速撥號號碼來撥號。

1 裝入文件。

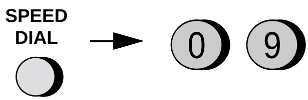
- 顯示幕上將會出現 SEND READY（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。





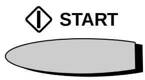
2 按下 SPEED DIAL（**快速撥號**）鍵，然後透過按數字鍵輸入快速撥號號碼。

- 要輸入 1 至 9 的數字，請先輸入 0，然後再輸入該數字。



（**範例**）

3 檢查顯示幕。如果顯示幕上顯示的名稱或號碼正確，請按下 START（**開始**）鍵。（否則，請按下 STOP（**停止**）鍵，然後重複步驟 2。）

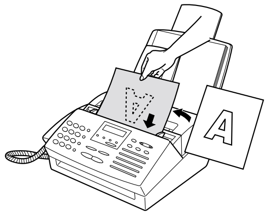


鍵盤直接撥號

您也可以使用數字鍵來輸入完整的號碼，然後按下 START（**開始**）鍵以開始撥號。如果您無需在傳眞前和對方通話，您可以使用此方法撥打完整的號碼。

1 裝入文件。（**註**：如有必要，您可以在完成步驟 2 的撥號之後裝入文件。）

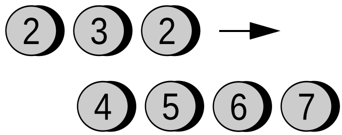
- 顯示幕上將會出現 SEND READY（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。





2 透過按下數字鍵輸入接收方傳眞機的號碼。

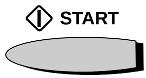
- 如果爲了存取某項特殊服務或接通外線而需在任何數字之間暫停，請按下 REDIAL（**重撥**）鍵（每次暫停將持續兩秒）。暫停將以連字號顯示。您可以在一列內輸入多次暫停。



（**範例**）

3 檢查顯示幕。如果顯示幕上顯示的接收方傳眞機號碼正確，請按下 START（**開始**）鍵。

- 如果顯示錯誤，請按下 STOP（**停止**）鍵以退回並清除（每按一次清除一個數字），然後重新輸入正確的數字。

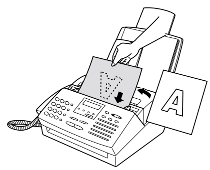


搜尋自動撥號號碼

如果您不記得爲特定傳眞號碼或電子郵件收件者設定的快速鍵或快速撥號號碼，您可以透過執行以下步驟來搜尋該號碼。一旦找到了想要的號碼，您只需按下 START（**開始**）鍵就可以撥號並傳送已裝入的文件。（**註**：要搜尋電子郵件收件者，您必須將傳眞機連接至電腦。）

1 裝入文件。

- 顯示幕上將會出現 SEND READY（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。





2 按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵。

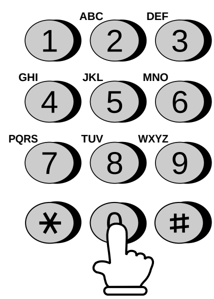


3 按下 1 以搜尋自動撥號號碼，或按下 2 以搜尋電子郵件收件者。



4 透過按一下或多下相應的數字鍵（在英文字母下方的按鍵）直到已儲存名稱的首字母出現在顯示幕上。如果該名稱以特殊字元或號碼開始，請按下 1（僅適用於自動撥號號碼）。

- ◆ 如果您不記得首字母，請移至步驟 5（您將從清單的開始處向下捲動）。
- ◆ 如果某個名稱未儲存爲自動撥號號碼，請按下 0。這將使您捲動清單時出現號碼（而非名稱）。

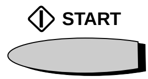


5 按下 # 鍵或 ✱ 鍵以捲動名稱（如果您按下 0 則捲動號碼），並在顯示幕上出現所要的名稱時停止。



- 如果儲存的名稱中沒有以所輸入的字母為開始的名稱，您將會從清單中的下一個名稱（依字母順序）開始捲動。如果完全沒有儲存任何名稱 / 號碼，則顯示幕上將會出現 NO DATA（無資料）訊息。

6 按下 START（**開始**）鍵。



- 開始傳送文件。

自動重撥

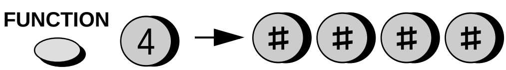
如果您使用自動重撥功能（包括鍵盤直接撥號），則在電話線路佔線時，傳真機將自動重撥該號碼。傳真機將每隔五分鐘嘗試重撥兩次。

◆ 要停止自動重撥，請如以下檢查與取消傳送工作章節所述取消工作。

自動重撥的重撥時間間隔

如有必要，您可以變更傳真機嘗試自動重撥的時間間隔。

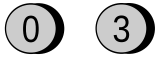
1 按下這些鍵：



顯示幕上將會顯示：

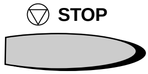
```
RECALL INTERVAL
ENTER (01-15) 05
```

2 輸入一個介於 01 至 15 之間的 2 位數數字，作爲時間間隔的分鐘數。



範例：3 分鐘

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

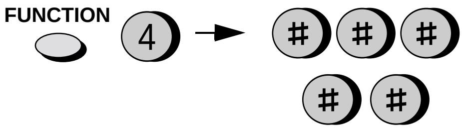


自動撥號的重撥次數

如有必要，您可以變更傳真機在佔線時嘗試自動重撥的最多次數。

◆ 在某些情況下（例如，如果對方透過電話來接聽來電），自動重撥可能會在設定嘗試重撥次數之前就停止。

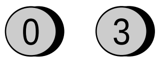
1 按下這些鍵：



顯示幕上將會顯示：

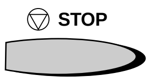
```
RECALL TIMES
ENTER (00-03) 02
```

2 輸入一個介於 00 至 03 之間的 2 位數數字，作爲嘗試重撥的最多次數。



範例：3 次嘗試

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



檢查與取消傳送工作

要顯示有關目前設定的傳送（與輪詢）工作之資訊，請執行以下步驟。您也可以使用此程序來取消傳送。

1 按下這些鍵。



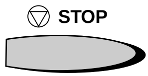
- 顯示幕上將會顯示 ACTION STATUS（動作狀態）與傳送工作數，然後會顯示有關第一項工作的資訊。

2 按下 UP（**向上**）鍵或 DOWN（**向下**）鍵以捲動工作清單（註：您也可以使用 * 或 # 鍵捲動清單）。



- 指定至傳送工作的 2 位數記憶數字、設定傳送工作的時間以及傳送工作的狀態，將與接收方的名稱（或號碼）一起在顯示幕上交替顯示。
- 要取消工作，請在顯示幕上出現該工作時按兩下 START（**開始**）鍵。

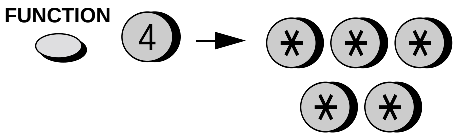
3 檢視完清單之後，請按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



錯誤更正模式

傳眞機已設定爲在接收方列印傳眞之前，先自動更正由於電話線路噪音而導致的任何傳送失眞。此功能稱爲錯誤更正模式（ECM）。ECM 適用於傳送與接收情況，但僅在對方傳眞機亦具有 ECM 功能時方爲有效。

1 按下這些鍵：



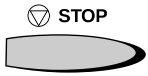
顯示幕上將會顯示：

```
ECM MODE
1=YES，2=NO
```

2 按下 1 以開啓 ECM，或按下 2 以關閉它。



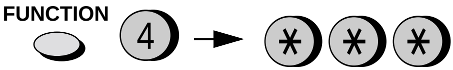
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



快速連線

在您傳送文件時，傳真機通常會在掃瞄過程中撥打接收方號碼並開始傳送。此功能稱爲快速連線。如有必要，您可以關閉快速連線，讓傳真機等到所有頁面掃瞄完後再撥號。

1 按下這些鍵：



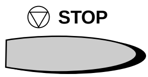
顯示幕上將會顯示：

```
QUICK ON-LINE
1=YES, 2=NO
```

2 按下 1 以開啓快速連線，或按下 2 以關閉它。

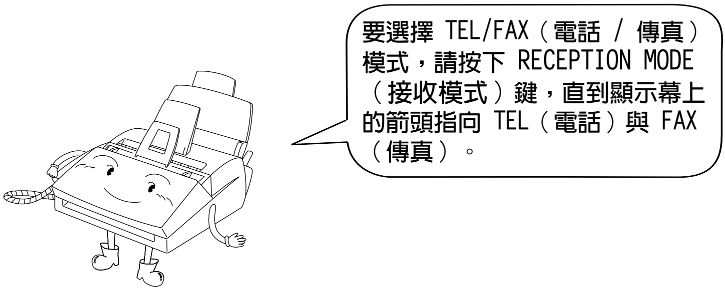


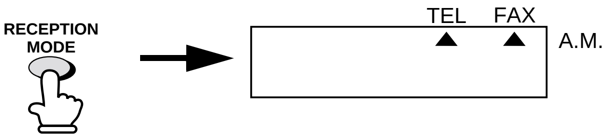
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



3. 接收文件

使用 TEL/FAX（電話 / 傳真）模式





在接收模式設定為 TEL/FAX（電話 / 傳真）時，傳真機會在一次響鈴後自動接聽所有呼叫。在接聽後，傳真機會監視線路約五秒鐘，以查看呼叫方是否正在傳送傳真訊號。

◆ 如果傳真機偵測到傳真訊號（這表示呼叫為自動撥號傳真），則會自動開始接收傳送進來的文件。

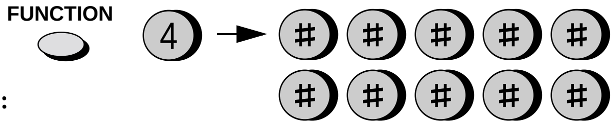
◆ 如果傳真機沒有偵測到傳真訊號（這表示呼叫為語音呼叫或手動撥號傳真），則會響鈴 15 秒鐘（稱為虛擬響鈴）以提示您接聽。如果您在 15 秒內沒有接聽，傳真機將會傳送一個傳真訊號到對方的傳真機，以讓呼叫方在必要時手動傳送傳真。

註：只有傳真機才可以透過虛擬響鈴來提示您接聽語音呼叫或接收手動撥號傳真。連接至同一線路的分機在連接後將不會響鈴。

TEL/FAX（電話 / 傳真）模式的虛擬響鈴持續時間

如有必要，您可以變更 TEL/FAX（電話 / 傳真）模式的虛擬響鈴持續時間。

1 按下這些鍵：

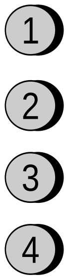


顯示幕上將會顯示：

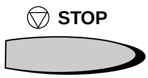
```
PSEUDO RING DUR.
1=15 SECONDS
```

2 按以下所示輸入代表所要的持續時間之數字：

15 秒：
30 秒：
60 秒：
120 秒：

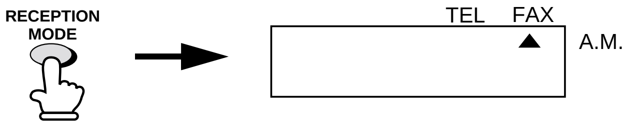


3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

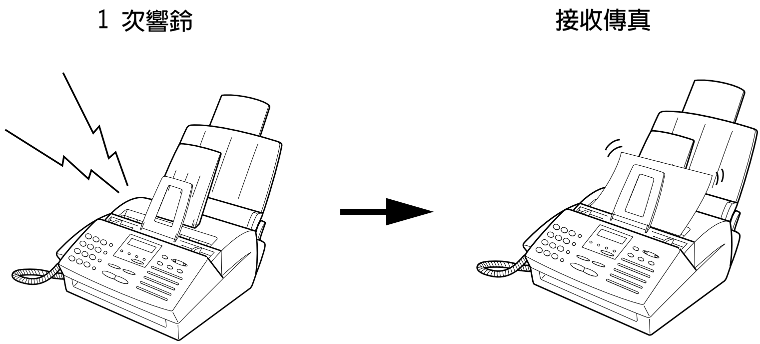


使用 FAX （傳真）模式





在接收模式設定爲 FAX（傳眞）時，傳眞機將會在一次響鈴後自動接聽所有呼叫，並接收傳送進來的傳眞。

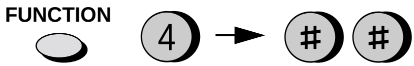


◆ 如果您在傳眞機接聽之前拿起聽筒，則可以與對方通話並 / 或接收文件（如使用 TEL（電話）模式所述）。

變更響鈴次數

如有必要，您可以變更傳眞機在 FAX（傳眞）模式與 TEL/FAX（傳眞 / 電話）模式下接聽傳送進來的呼叫之響鈴次數。您可以選擇從 1 至 5 之間的任何數字。

1 按下這些鍵：



顯示幕上將會顯示：

```
NUMBER OF RINGS
ENTER (1-5) (1)
```

2 輸入所要的響鈴次數（從 1 至 5 之間的任何數字）。

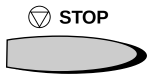


範例：3 次響鈴

顯示幕上將會簡短地顯示您的選擇，然後：

```
5 RING TEL ANS.
1=YES, 2=NO
```

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

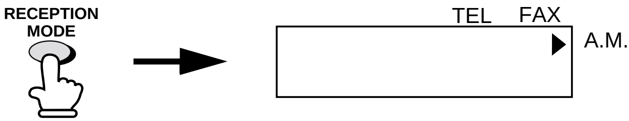


文件接收托架

註：文件接收托架最多可以容納 100 頁。爲避免托架堵塞而導致卡紙，請務必經常將接收到的文件與複印件取出。**切勿讓托架內堆積大批的文件**。

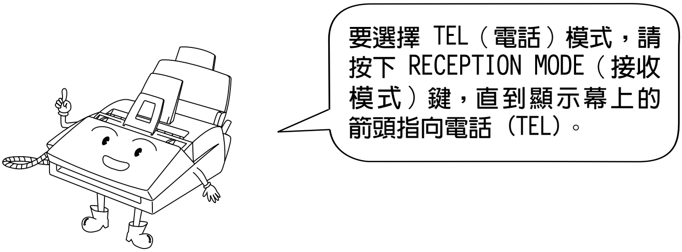
使用 A.M.（電話答錄機）模式

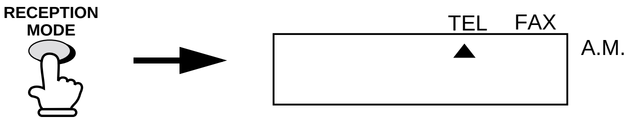




在 A.M.（電話答錄機）模式中，如果您已將電話答錄機連接至傳真機，則傳真機將會自動接聽留言和接收傳真訊息。請參閱第 6 章以獲得更多詳細資訊。

使用 TEL （電話）接收模式

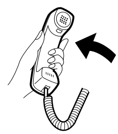




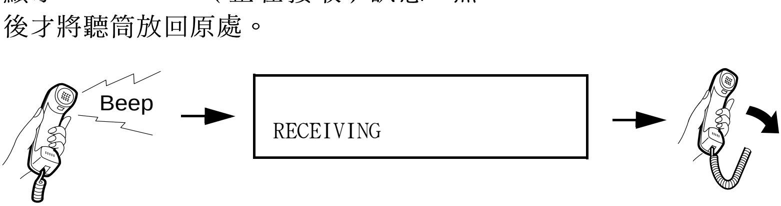
在接收模式設定爲 TEL（電話）時，您必須拿起傳真機或連接至同一線路的分機之聽筒，才可以接聽所有呼叫。

使用傳真機聽筒接聽

1 在傳真機響鈴時拿起聽筒。



2 如果您聽到傳真訊號，請等待顯示幕上顯示 RECEIVING（正在接收）訊息，然後才將聽筒放回原處。



註：如果您已將接收傳真訊號設定值設定爲 NO（否），請按下 START（**開始**）鍵以開始接收。

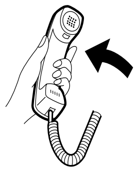
3 如果對方要與您先進行通話然後再傳送傳真，請在通話後按下 START（**開始**）鍵（請在寄件者按下他們的開始鍵之前先按下您的 START（**開始**）鍵）。

- 在顯示幕上出現 RECEIVING（正在接收）訊息時，請掛上聽筒。



使用分機接聽

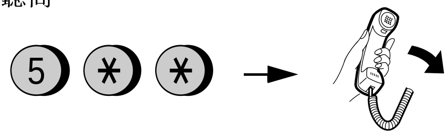
1 在分機響鈴時接聽。



2 如果您聽到柔和的傳真訊號，請等待傳真機作出回應（分機將不會回應），然後再掛上聽筒。



3 如果傳真機無回應，或者對方要先與您通話然後再傳送傳真，請依次按下分機上的 5、* 及 * 鍵（僅適用於音頻撥號電話）。這將通知傳真機開始接收傳真。接著再掛上聽筒。



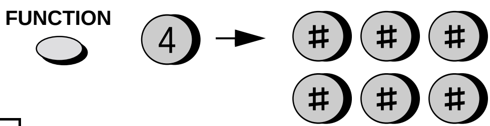
註釋：

- 如果傳真機的送紙器中裝入了文件，傳真機將不接受開始接收的訊號（5**）。
- 如果您已將接收傳真訊號設定值設定爲 NO（否），請依次按下分機上的 5、* 及 * 以開始接收。

變更遠端啓動傳真的號碼

如有必要，您可以使用 5 以外的數字，從分機上啓動傳真接收功能。您可以選擇從 0 至 9 之間的任何數字。

1 按下這些鍵：



顯示幕上將會顯示：

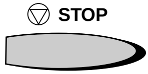
TEL/FAX REMOTE #
ENTER (0-9) (5)

2 輸入從 0 至 9 之間的任何一個數字。



（範例）

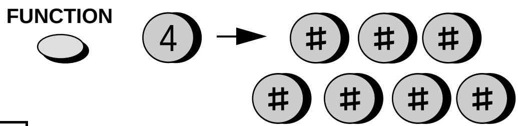
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



關閉對 TEL/FAX（電話 / 傳真）遠端號碼的偵測

如果您不打算從分機啓動傳眞接收，您可以關閉對上述的 TEL/FAX（電話 / 傳眞）遠端號碼的偵測功能。這樣可確保您在透過分機通話時，傳眞機決不會在偵測到類似 TEL/FAX（電話 / 傳眞）遠端號碼訊號時，錯誤地嘗試開始接收傳眞。

1 按下這些鍵：



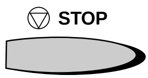
顯示幕上將會顯示：

```
REMOTE RECEPTION
1=YES, 2=NO
```

2 按下 1 以開啓偵測 TEL/FAX（電話 / 傳眞）遠端號碼功能，按下 2 以將其關閉。



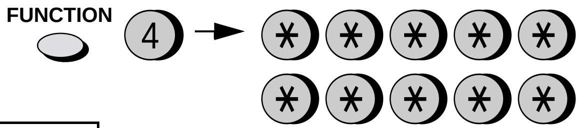
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



接收傳真訊號

如果您在透過傳真機或分機接聽呼叫之後聽到柔和的傳真訊號，傳真機將自動開始接收。如果您使用電腦傳真數據機在同一條線路上傳送文件，您必須先關閉此功能，以防止傳真機錯誤地嘗試從電腦傳真數據機接收文件。請執行以下步驟以變更設定值。

1 按下這些鍵：



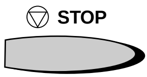
顯示幕上將會顯示：

```
FAX SIGNAL RX
1=YES, 2=NO
```

2 按下 1 以開啓此功能，或按下 2 以將其關閉。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



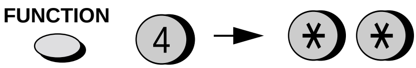
接收比例

傳真機在出廠時已設定爲自動縮小接收到的文件之大小，以符合列印紙的大小。這樣便可確保不會截斷文件邊緣上的資料。如有必要，您可以關閉此功能，並以實際大小列印接收到的文件。

- ◆ 如果文件因太長而不符合列印紙的大小，則剩餘部份將列印在第二頁上。在這種情況下，截斷點可能會出現在一行的中間位置。
- ◆ 如果接收到的文件太大，包含過多的細緻圖形或影像，或以高解析度傳送，則自動縮小功能就可能無效。在這種情況下，文件的剩餘部份將列印在第二頁上。

---

1 按下這些鍵：

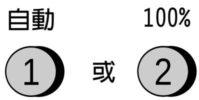


顯示幕上將會顯示：

```
RECEPTION RATIO
1=AUTO, 2=100%
```

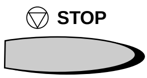
---

2 按下 1 以開啓自動縮小功能，或按下 2 以將其關閉。



---

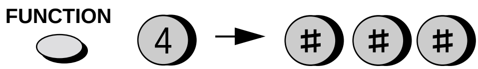
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



在 TEL（電話）模式中 5 次響鈴後自動接聽

如有必要，您可以設定在 TEL（電話）模式中 5 次響鈴後，傳真機自動接聽呼叫並開始接收傳真。要開啓此功能，請按下以下所示的按鍵：

1 按下這些鍵：



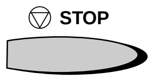
顯示幕上將會顯示：

```
5 RING TEL ANS.
1=YES, 2=NO
```

2 按下 1 以開啓此功能，或按下 2 以將其關閉。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



替代接收至記憶體

在無法列印的情況下 (如傳真機無紙、需要更換碳粉匣或夾紙),傳送進來的傳真將會接收至記憶體中。

在接收到的文件儲存至記憶體中時,顯示幕上將會交替出現 CAN'T PRINT DATA (無法列印資料) 訊息與一則說明故障的訊息。在您解決故障後,傳真機將會自動列印儲存的文件。

如果傳真機因紙張用完了而將收到的文件儲存在記憶體中,請您務必添加與先前使用的紙張尺寸相同的紙張。否則,文件的輸出尺寸可能不符合列印紙張尺寸。

注意!

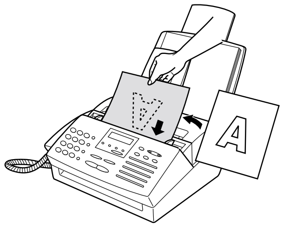
- 在記憶體中有儲存文件時,請勿關閉電源。否則這會清除所有文件內容。
- 如果因爲電源故障或其他電源中斷故障而遺失了接收至記憶體中的文件,則在恢復供電時,傳真機將列印出 CLEAR REPORT (清除報告)。此報告爲您提供有關遺失的接收文件之資訊,包括傳送方傳真機的傳真號碼 (如有的話)。

4. 複印

您的傳真機也可以用來複印文件。您可以使用傳真機複印一份或多份文件（每份正本文件最多可複印 99 份），這樣您的傳真機就兼具了辦公用複印機的功能了。

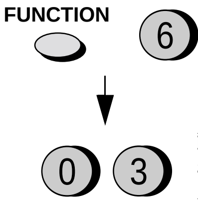
1 將文件正面朝下裝入（最多 20 頁）。

- 顯示幕上將會出現 SEND READY（傳送就緒）訊息。

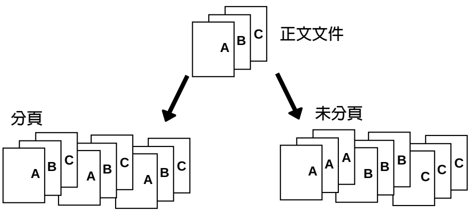


2 如有必要，請選擇以下一個或多個選擇性複印設定值：

- SORT COPY（**分頁複印**）：
如果您要為一份以上的正本文件複印多份複印件且要對複印件進行分頁，請按下 FUNCTION（**功能**）鍵與 6，然後輸入每份正本文件的複印份數。（如果複印份數小於十，請在數字前面輸入「0」。）



範例：
每份正本文件複印 3 份



範例：三份正本文件的分頁 / 未分頁（各三份）複印件

- MULTIPLE COPIES（**多張複印**）（**未分頁**）：
如果您要為正本文件（或每份正本文件）複印多份複印件，請輸入每份正本文件的複印份數。



範例：每份正本文件複印九份

- REDUCE/ENLARGE（**縮小 / 放大**）：
  如果您要縮小或放大複印件，請按下 REDUCTION/ENLARGEMENT（**縮小/放大**）鍵直到顯示幕上出現所要的百分比（您還可以使用 UP（向上）與 DOWN（向下）鍵來捲動尋找百分比）。可供的選擇如下：
  100%（不縮小 / 放大）
  AUTO（自動，自動縮小以符合列印紙張的大小。）
  94%
  88%
  73%
  50%
  200%
  150%
  125%



註：放大 / 縮小設定只能使用一次。

- RESOLUTION（**解析度**）：
  如有必要，請設定解析度與 / 或對比度（複印的預設值爲 FINE（細緻））。



3 按下 COPY/HELP（**複印 / 說明**）鍵。

- 開始複印。



註：
如果您將大量正本文件放入送紙器，則會出現記憶體已滿的情況，這將使您不能掃瞄所有文件（顯示幕上將會出現 MEMORY IS FULL（記憶體已滿）訊息）。如果出現這種情況，請按下 START（**開始**）鍵以複印已掃瞄的正本文件，然後重複複印程序以複印剩餘正本文件，包括記憶體已滿時正在掃瞄的正本文件。

中斷複印

在複印長度超過列印紙的文件時，您可以使用中斷複印設定來選擇是否中斷文件的剩餘部份或在第二頁上列印。起始設定為 YES（是，中斷剩餘部份）。要變更此設定，請執行以下步驟。

1 按下這些鍵：



顯示幕上將會顯示：

```
COPY CUT-OFF
1=YES, 2=NO
```

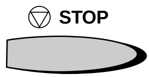
2 按下 1 以將中斷複印設定為 YES（是，文件的剩餘部份將不會列印），或按下 2 以將中斷複印設定為 NO（否，文件的剩餘部份將列印在第二頁上）。



顯示幕上將會簡短地顯示您的選擇，然後會顯示：

```
FINE PRIORITY
1=YES, 2=NO
```

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

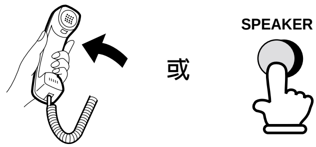


5. 撥打電話

您可以像使用普通電話一樣，使用傳真機來撥打電話和接收語音呼叫。

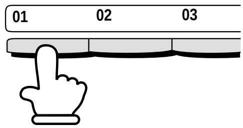
◆ 要撥打或接收語音呼叫，傳真機電源必須開著。

1 拿起聽筒或按下 SPEAKER（**喇叭**）鍵。聆聽撥號訊號。



2 使用以下其中一種方法撥號：

- **正常撥號：**使用數字鍵輸入完整的電話號碼。
- **快速鍵撥號：**按下相應的快速鍵。
- **快速撥號：**按下 SPEED DIAL（**快速撥號**）鍵，然後使用數字鍵輸入 2 位數的快速撥號號碼。



範例：按下
快速鍵 01

3 在對方接聽後即可開始通話。

- 如果您按下了 SPEAKER（**喇叭**）鍵，請拿起聽筒以開始通話。



註釋：

- 在傳眞機的聽筒拿起後（聽筒未掛上），直接連接至傳眞機的分機將無法與另一方進行通話。
- 如果接收模式設定爲 A.M.（電話答錄機），並且在通話期間出現寂靜時段，則傳眞機可能會中斷分機接收的語音呼叫。如果您使用的是按鍵式電話，您可以在接聽後立即隨意按下電話上的三個按鍵，以防止上述問題出現（註：請勿輸入啓動傳眞接收的代碼：5、✱、✱）。

搜尋自動撥號號碼

您可以使用 HOLD/SEARCH（**暫停 / 搜尋**）鍵來搜尋快速鍵或快速撥號號碼。請先如第 2 章的透過自動撥號傳送傳眞中的搜尋自動撥號號碼所述搜尋號碼，然後拿起聽筒或按下 SPEAKER（**喇叭**）鍵。傳眞機將自動撥打號碼（您無需按下 START（**開始**）鍵）。

重撥

您可以透過按下 REDIAL（**重撥**）鍵重撥最後一個號碼（無需拿起聽筒或按下 SPEAKER（**喇叭**）鍵）。在對方接聽後，請拿起聽筒以進行通話。

暫停

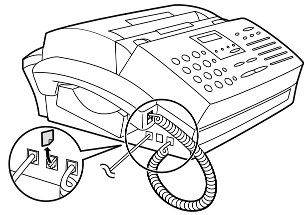
您可以透過按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵，以在通話期間將對方置於等候狀態。在執行此步驟後，對方就無法聽到您的聲音了。您可以將聽筒放回支架上，而不會中斷連線。在您準備再次與對方通話時，請拿起聽筒。如果您沒有將聽筒放回支架上，請再次按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵以恢復通話。

6. 連接電話答錄機

連接電話答錄機

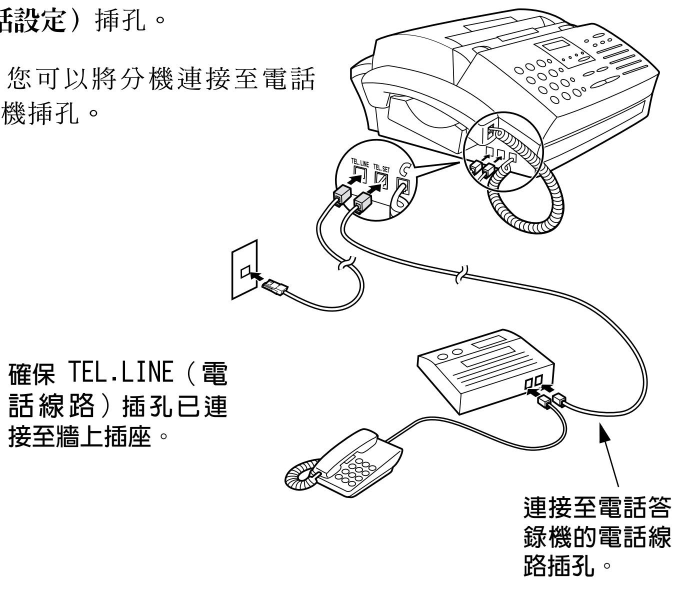
如有必要，您可以將電話答錄機連接至傳真機的 TEL.SET（**電話設定**）插孔。這將容許您在外出時接收留言與傳真。

1 取下覆蓋 TEL.SET（**電話設定**）插孔的封條。



2 將電話答錄機的電話線路插孔連接至 TEL.SET（**電話設定**）插孔。

- 如有必要，您可以將分機連接至電話答錄機的分機插孔。



變更外出留言訊息

您應該變更電話答錄機的外出留言訊息 (OGM)，以告知要傳送傳眞的來電者按下他們的開始鍵。例如，您可以錄製以下留言訊息：

「您好，這裏是 ABC 公司。現在無人接聽您的來電。請在嗶聲後留言或按下您傳眞機的開始鍵以傳送傳眞，謝謝。」

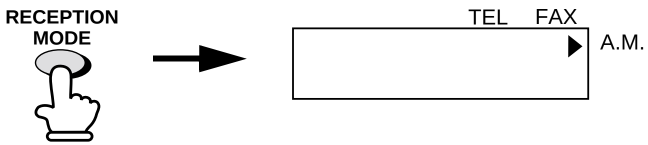
◆ 建議您將訊息錄製時間控制在 10 秒鐘以內。如果訊息時間過長，您可能無法順利接收透過自動撥號傳送的傳眞。

◆ 如果您的外出留言訊息的錄製時間必須超過 10 秒鐘，請在訊息的開頭處保留大約四秒鐘的暫停時間。這樣，傳眞機將有機會偵測到在使用自動撥號時傳送的傳眞訊號。

啓動電話答錄機連接

在您外出之前，請按以下步驟啓動電話答錄機連接：

1 將接收模式設定爲 A.M.（電話答錄機）。



2 將您的電話答錄機設定爲自動接聽。

◆ 您的電話答錄機必須設定爲最多在兩次響鈴之後接聽。否則，您可能無法接收到透過自動撥號傳送的傳眞。

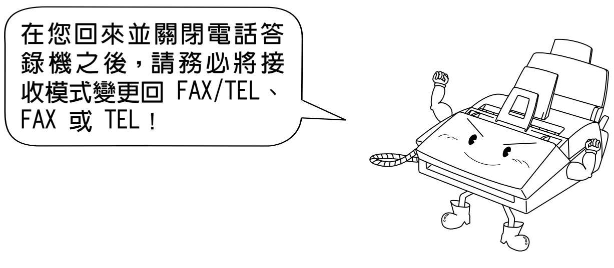
◆ 如果您的電話答錄機具有節省費用的功能，請確保它可以在第四次響鈴時接聽來電。

註：

如果您的電話答錄機具有遠端擷取功能，請確保用以啓動遠端擷取功能的代碼不同於透過分機用以啓動傳眞接收模式的代碼（請參閱第 3 章，接收文件）。如果這兩個代碼相同，則在您從其他電話輸入此代碼以擷取訊息時，傳眞機將會啓動。

連接系統如何操作

在您外出時，您的電話答錄機將會接聽所有來電，並播放外出留言訊息。來電者可以留言。在這段時間內，傳眞機將默默地監視線路狀況。如果傳眞機偵測到傳眞訊號或超過四秒鐘的寂靜時間，則它將操控線路並開始接收。



可選的 A.M.（電話答錄機）模式設定值

如有必要，您可以透過以下設定值來提升電話答錄機連接對來電的回應能力。

靜音偵測時間

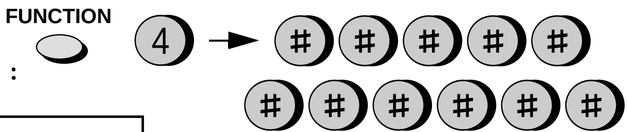
如果傳眞機在電話答錄機接聽來電後偵測到 4 秒鐘的寂靜時間，它將操控線路並開始接收。如有必要，您可以將此設定值變更爲介於 1 至 10 秒之間的任何數值。

- ◆ 建議您不要將靜音偵測時間設定爲少於 3 秒鐘。
- ◆ 如果傳眞機在來電者留言之前便已中斷來電者，請嘗試使用更長的靜音時間設定值。如果您的外出留言訊息包含一段寂靜時間，請確保設定值的時間比該寂靜時間來得長，或重新錄製外出留言訊息以縮短寂靜時間。

註：
您可以透過輸入「00」時間設定來關閉靜音偵測時間。但請注意，此傳眞機可能無法接收某些由舊式傳眞機手動傳送的傳眞。

---

1 按下這些鍵：

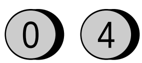


顯示幕上將會顯示：

```
QUIET DETECT TM.
ENTER (00-10) 04
```

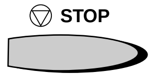
---

2 輸入一個介於 01 至 10 之間的數字，或輸入 00 以關閉此功能。



（範例）

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



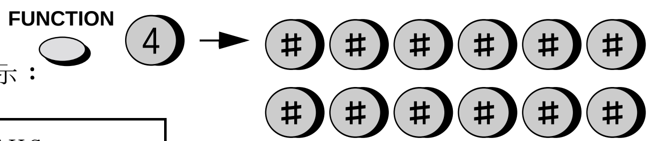
在電話答錄機出現故障時傳送傳真

在此功能開啓後，如果電話答錄機由於某些原因無法在 5 次響鈴後接聽來電，則將會由傳眞機接聽。這樣一來，即可確保您在電話答錄機的磁帶已錄滿內容，或電話答錄機沒有開啓時，都可以接收到傳眞訊息。

此功能在出廠時已被關閉。如果您要開啓此功能，請執行以下步驟：

註：
在此功能開啓時，請確保電話答錄機已設定爲在 4 次（或更少）響鈴後接聽。否則，傳眞機將搶先接聽，因而導致來電者無法留言。

1 按下這些鍵：



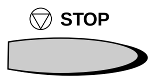
顯示幕上將會顯示：

```
FAX RX ANS.FAILS
1=YES, 2=NO
```

2 按下 1 以開啓此功能，或按下 2 以將其關閉。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



7. 特殊功能

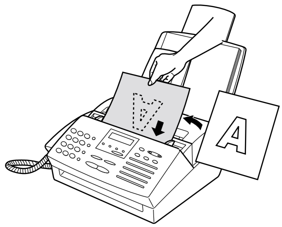
廣播傳送

廣播傳送功能容許您僅執行一項操作即可將同一文件傳送至 30 個不同的位置。請先裝入文件，然後再輸入接收方傳真機的號碼，即可將文件自動傳送至每個位置。

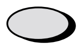
◆ 您僅能使用快速鍵或快速撥號號碼來撥打接收方傳真機的號碼。

1 裝入文件。

- 顯示幕上將會出現 SEND READY（傳送就緒）的訊息。



2 按下 BROADCAST（**廣播傳送**）鍵。



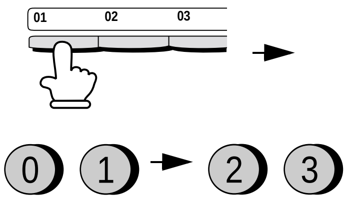
顯示幕上將會顯示：

```
BROADCAST MODE
SPEED # OR RAPID
```

3 使用以下其中一種或多種方法，撥打接收方傳真機的號碼：

- 按下一個或多個快速鍵。

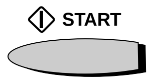
- 使用數字鍵輸入一個或多個快速撥號號碼。



（範例）

7. 特殊功能

4 按下 START（**開始**）鍵。



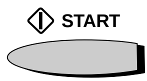
顯示幕上將會顯示：

```
SET RESOLUTION
PRESS RESO.KEY
```

- 如有必要，請調整解析度與 / 或對比度。



5 按下 START（**開始**）鍵。傳送開始。



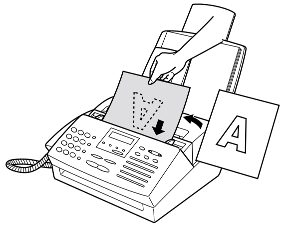
- 廣播傳送完成後，傳眞機將自動印出執行報告。請檢查報告中的「Note（附註）」欄，查看是否有任何位置標記爲「Busy（佔線）」，或是否有通訊錯誤代碼。若出現上述情況，請再次將文件傳送至該位置。

使用群組鍵進行廣播傳送

如果您已將全部要進行廣播傳送的傳真機號碼設定至一個群組鍵中（請參閱接下來的將號碼存入群組鍵章節），您可以使用以下的簡化程序來執行廣播傳送的操作：

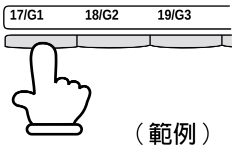
1 裝入文件。

- 顯示幕上將會出現 SEND READY（傳送就緒）的訊息。
- 如有必要，請調整解析度與 / 或對比度。





2 按下相應的群組鍵。開始傳送。



（範例）

將號碼存入群組鍵

群組鍵容許您僅按一下相應的群組鍵，即可撥打一組傳眞號碼。要將一組號碼存入群組鍵，請執行以下步驟。

快速鍵 17/G1 至 20/G4 均可用作群組鍵。請注意：您不能將一個按鍵同時設定爲群組鍵與快速鍵。

◆ 一個群組鍵中最多可儲存 30 個號碼。

◆ 只有快速鍵與快速撥號號碼（設定爲連續撥號的號碼除外）才可以存入群組鍵中。完整號碼將無法儲存。

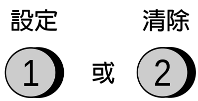
1 按下這些鍵。



顯示幕上將會顯示：

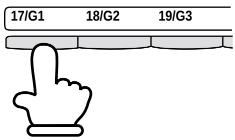
```
GROUP ENTRY MODE
1=SET, 2=CLEAR
```

2 按下 1（設定）以設定群組鍵，或按下 2（清除）以清除群組鍵。



3 要設定群組鍵，請按下您要設定的按鍵（快速鍵 17/G1 至 20/G4 的其中一個）。

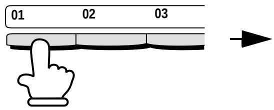
要清除群組鍵，請按下您要清除的按鍵，然後移至步驟 5。

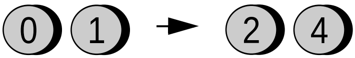


（範例）

4 使用以下其中一種或兩種方法，輸入傳真號碼：

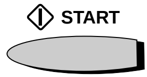
- 按下一個或多個快速鍵。
- 使用數字鍵輸入一個或多個快速撥號號碼。





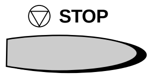
（範例）

5 按下 START（**開始**）鍵。



6 返回至步驟 3 以設定另一個群組鍵，或重複按下 STOP（**停止**） 鍵直到返回日期與時間顯示幕。

步驟 3 或



雙重響鈴（需要收費的服務）

如果您是使用由香港電信局（Hongkong Telecom）提供的 Homefax 2 或 Faxline 2 服務，您必須開啓雙重響鈴功能。在開啓該功能後，傳眞機會在有語音呼叫的情況下發出較短的鈴聲，而在有傳眞時發出較長的鈴聲。若有傳眞送入時，傳眞機會在 2 次響鈴後自動接聽（不管接收模式設定值如何）並接收傳眞。要開啓雙重響鈴功能，請執行以下的步驟。

◆ 有關更多 Homefax 服務的資訊，請撥 1000 與香港電信局聯絡。

重要事項：

◆ 只有 Homefax 2 與 Faxline 2 的用戶才可以使用雙重響鈴功能。請勿在您使用正常線路時開啓雙重響鈴功能，否則傳眞機將無法正常操作。

◆ 如果您開啓了雙重響鈴功能，請勿將接收模式設定爲 TEL/FAX（電話 / 傳眞）。如果您這樣做，傳眞機將無法正常操作。

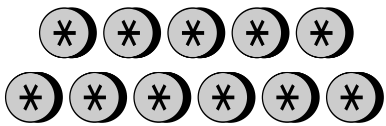
1 按下這些鍵：



顯示幕上將會顯示：

```
OPTION SETTING
PRESS * OR #
```

2 按 11 下 ∗ 鍵。



顯示幕上將會顯示：

```
DUPLEX RINGING
1=YES, 2=NO
```

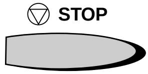
3 按下「1」（是）以開啓雙重響鈴功能，
或按下「2」（否）以將其關閉。



顯示幕將會簡短地顯示您的選擇，然後：

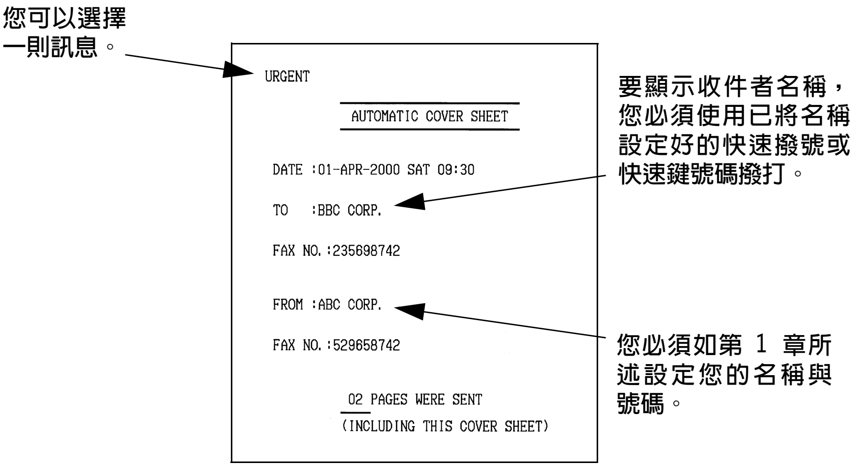
```
FAX SIGNAL RX
1=YES, 2=NO
```

4 按下 STOP（**停止**）鍵以返回日期與時間
顯示幕。



封面頁

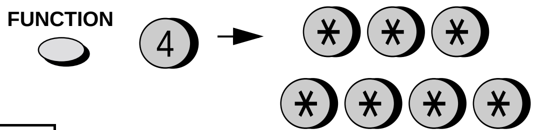
您可以讓傳真機產生封面頁，並將它當成每次傳送傳真時的最後一頁傳送。



請執行以下步驟以開啓封面頁功能。一旦開啓封面頁功能，系統會將封面頁包括在所有傳送的傳真內，直到您關閉此功能。

---

1 按下這些鍵：



顯示幕上將會顯示：

```
COVER SHEET
1=YES, 2=NO
```

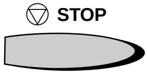
2 按下 1(是)以開啓封面頁功能，或按下 2(否)以關閉此功能。



顯示幕上將會簡短地顯示您的選擇，然後再顯示：

```
AUTO PRINT OUT
1=YES, 2=NO
```

3 按下 STOP(**停止**)鍵以返回日期與時間顯示幕。

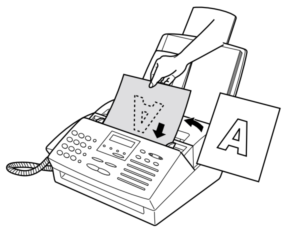


選擇標頭訊息(選項)

在開啓封面頁功能之後，您也可以選擇出現在封面頁頂端的標頭訊息。請注意：訊息選擇僅適用於一次傳送。

1 裝入文件。

- 您必須先裝入文件，然後才可以選擇訊息。
- 您必須開啓封面頁功能。



2 按下這些鍵：



顯示幕上將會顯示：

```
COVER SHEET HEAD
1=URGENT
```

訊息選擇將在此處交替出現。

3 輸入從 1 至 4 的號碼以選擇訊息：



（範例）

1：URGENT（緊急）
2：IMPORTANT（重要）
3：CONFIDENTIAL（機密）
4：PLS.DISTRIBUTE（請分發）

4 撥打接收方傳真機號碼並傳送文件。

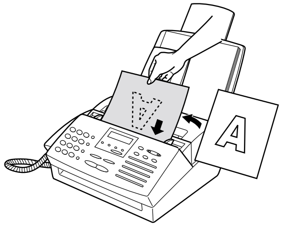
註：
要取消標頭訊息選擇，請按下 STOP（**停止**）鍵或從送紙器中取出文件。

成批頁編碼

您可以將傳真的頁編碼從單一編碼（「P.01」、「P.02」等）變更爲成批編碼，這表示將在每個頁碼後面增加一條斜線與總頁數（如「P.01/05」、「P.02/05」等）。這容許收件者檢查是否遺失頁面。

1 裝入文件。

- 您必須先裝入文件，然後才可以設定成批頁編碼。



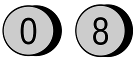
2 按下這些鍵：



顯示幕上將會顯示：

```
PAGE COUNTER SET
ENTER # (01-99)
```

3 按下數字鍵以輸入總頁數（「01」至「99」）。（如果此數字小於 10，請在它的前面輸入「0」。）



範例：八頁

- 如果您要傳送封面頁，**請勿**將它包括在總頁數內（系統將自動調整頁數）。

7. 特殊功能

4 撥打接收方傳真機號碼並傳送文件。

註釋：

◆ 如果您要取消成批頁編碼項目，請從送紙器上取出文件或按下 STOP（**停止**）鍵。

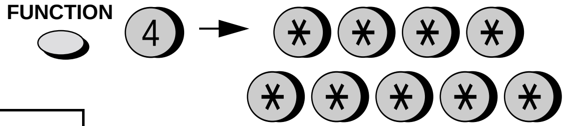
◆ 如果實際傳送的頁碼與所輸入的成批頁編碼不一致，系統將會發出警報，同時顯示幕上將會出現 PAGE COUNT ERROR（頁面計數錯誤）訊息。如果您已設定要列印執行報告，則執行報告的 NOTE（附註）欄中亦會顯示 PAGE E.（頁面錯誤）訊息。

停止接收不要的傳真

過濾垃圾傳真功能容許您停止接收來自您所指定的傳送方的傳真。由於沒有列印不要的「垃圾」傳真，使您可以節省紙張。

要使用此功能，請執行以下步驟以開啓它，然後按照下述程序輸入您不要接收其傳真的傳真號碼。

1 按下這些鍵：



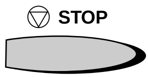
顯示幕上將會顯示：

```
JUNK FAX # CHECK
1=YES, 2=NO
```

2 按下 1 以開啓過濾垃圾功能，或按下 2 以關閉它。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



輸入過濾垃圾號碼

如下所示在過濾垃圾號碼清單中輸入（或清除）號碼。您最多可以輸入五個號碼。

- 要清除過濾垃圾號碼清單中的號碼，您必須知道識別該號碼的 1 位數數字。如果您不記得此數字，請列印過濾垃圾號碼清單（如第 8 章所述）。

1 按下這些鍵：



顯示幕上將會顯示：

```
STORE JUNK FAX #
1=SET, 2=CLEAR
```

2 按下 1 以在過濾垃圾號碼清單中輸入號碼，或按下 2 以清除清單中的號碼。



3 **輸入：**使用數字鍵輸入從 1 至 5 的 1 位數數字。此數字是用以識別您將在下一步驟中輸入的傳真號碼。

清除：輸入 1 位數數字，此數字是用以識別您要清除的傳真號碼，然後移至步驟 5。



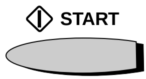
（範例）

4 輸入傳真號碼。



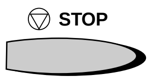
（範例）

5 按下 START（**開始**）鍵。



6 返回至步驟 3 以輸入（或清除）另一個傳真號碼，或按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 3 或



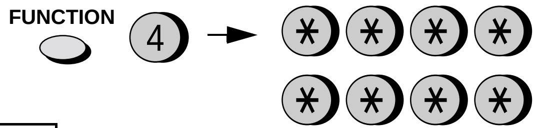
輪詢 （請求傳送傳真）

輪詢功能容許您在無需接線員協助的情況下，呼叫另一台傳眞機將文件傳送至您的傳眞機。也就是說，是接收方傳眞機而非傳送方傳眞機啓動傳送操作。您可以同時用您的傳眞機輪詢其他的傳眞機及被其他的傳眞機輪詢。

要使用輪詢功能，您必須先設定用作輪詢鍵的快速鍵 16/POLL（16 / 輪詢）。

---

1 按下這些鍵：



顯示幕上將會顯示：

```
POLLING
1=YES, 2=NO
```

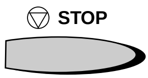
---

2 按下 1 以開啓此功能，或按下 2 以將其關閉。



---

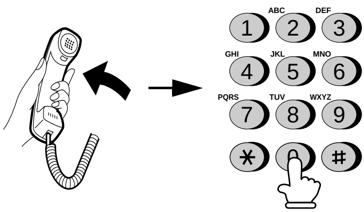
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



註：在將快速鍵 16/POLL（16 / 輪詢）設定爲輪詢鍵之後，您無法將它用於快速鍵撥號。

請求傳送

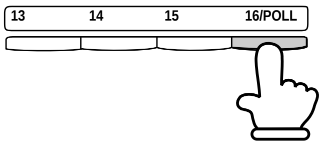
1 使用以下其中一種方法，撥打您要輪詢的傳真機號碼：



（範例）

- 拿起聽筒（或按下 SPEAKER（**喇叭**）鍵），然後撥打完整的號碼。等待傳真機的回應訊號。
- 拿起聽筒（或按下 SPEAKER（**喇叭**）鍵），然後按下快速撥號鍵。等待傳真機的回應訊號。
- 按下 SPEED DIAL（**快速撥號**）鍵並輸入 2 位數的快速撥號號碼。
- 使用數字鍵輸入完整的號碼。

2 按下快速鍵 16/POLL（16 / 輪詢）。



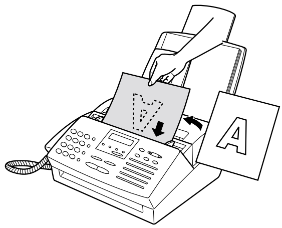
- 如果您使用的是聽筒，請在顯示幕上出現 POLLING（輪詢）訊息時將它放回原處。開始接收。

輪詢（記憶體輪詢）

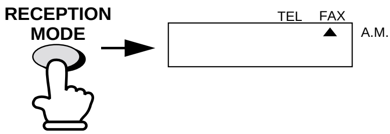
要讓另一台傳真機輪詢您的傳真機，您必須先執行以下步驟以將文件儲存在記憶體中。在對方傳真機呼叫您的傳真機並啓動輪詢時，傳送工作就會開始。您可以選擇僅容許輪詢一次，也可以選擇無限次輪詢。在後者的情況下，您的傳真機可用作電子「佈告板」。

- ◆ 您每次只能儲存一份文件以用於記憶體輪詢。
- ◆ 如果您僅容許輪詢一次，文件將在輪詢結束後自動從記憶體中清除。如果您容許無限次輪詢，文件將保留在記憶體中直到您將它清除（如下一章節的清除文件所述）。

1 裝入文件。



2 按下 RECEPTION MODE（**接收模式**）鍵以將接收模式設定為 FAX（傳真）。



3 按下這些鍵：



顯示幕上將會顯示：

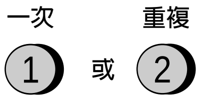
```
MEMORY POLL MODE
1=SET, 2=CLEAR
```

7. 特殊功能

4 按下 1 以選擇設定。

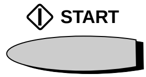


5 按下 1 表示僅容許輪詢一次，或者按下 2 表示容許無限次輪詢。



6 按下 START（**開始**）鍵。

- 文件將掃瞄至記憶體中，然後您的傳真機會繼續等候輪詢。



清除文件

要從記憶體中清除記憶體輪詢文件，請執行以下步驟：

1 按下這些鍵：



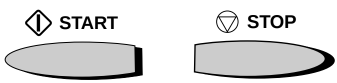
顯示幕上將會顯示：

```
MEMORY POLL MODE
1=SET, 2=CLEAR
```

2 按下 2 以選擇 CLEAR（清除）。



3 按下 START（**開始**）鍵以清除文件，然後按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



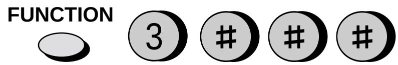
輪詢安全性

輪詢安全性功能容許您預防有人在未經授權的情況下輪詢您的傳眞機。如果開啓了此功能，系統僅會在輪詢傳眞機的傳眞號碼已輸入您傳眞機的許可傳眞號碼（又稱「密碼」）清單的情況下，才會容許輪詢。此外，輪詢傳眞機的傳眞號碼也必須正確地在該機設定好以便於識別。

要使用輪詢安全性功能，請執行以下步驟以開啓此功能，然後如下頁所述輸入許可的號碼。

---

1 按下這些鍵：



顯示幕上將會顯示：

```
SECURITY SELECT
1=ON, 2=OFF
```

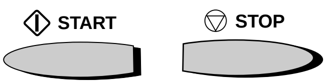
---

2 按下 1 以開啓輪詢安全性功能，或按下 2 以將其關閉。



---

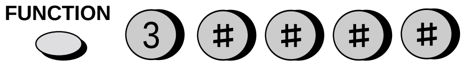
3 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



儲存與清除許可輪詢的傳真號碼

您最多可以在您傳真機的許可號碼清單中儲存 10 個傳真號碼。

1 按下這些鍵：



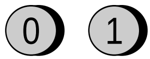
顯示幕上將會顯示：

```
PASSCODE # MODE
1=SET, 2=CLEAR
```

2 按下 1 以儲存號碼，或按下 2 以清除號碼。



3 **儲存：**輸入一個介於 01 至 10 之間的 2 位數數字。此數字用以識別您將在下一步中儲存的傳真號碼。
清除：輸入用以識別您要清除的傳真號碼的數字，然後移至步驟 5。



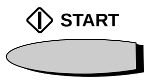
（範例）

4 輸入傳真號碼。



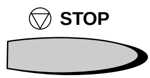
（範例）

5 按下 START（**開始**）鍵。



6 返回至步驟 3 以輸入（或清除）另一個號碼，或按下 STOP（**停止**）以返回日期與時間顯示幕。

步驟 3 或



計時器操作

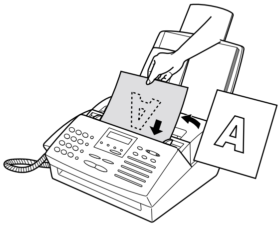
計時器功能容許您設定在指定時間內自動執行傳送或輪詢操作。您一次最多可設定三項操作，並且可提前一週指定每項操作的執行時間。

◆ 您可以使用此功能以便充份利用業務不繁忙時提供的優惠電話費率，而不必在執行操作時守候在傳真機旁。

註：只有快速鍵或快速撥號號碼可以用來撥打接收方傳真機。您不能使用完整的號碼。

設定計時器操作

1 如果要設定傳送操作，請裝入文件。



2 按下這些鍵：

FUNCTION 1

顯示幕上將會顯示：

```
TIMER MODE
1=SET, 2=CLEAR
```

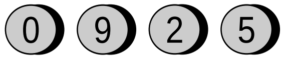
3 按下 1 以選擇 SET（設定）。

1

4 按下 1 以設定傳送操作（SEND MODE（傳送模式）），或按下 2 以設定輪詢操作（POLLING MODE（輪詢模式））。

傳送 1 或 輪詢 2

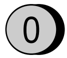
5 以 24 小時的格式輸入您要執行操作的時間（以 2 位數表示小時，以 2 位數表示分鐘）。



範例：9:25

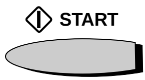
6 輸入代表該日要執行該項操作的 1 位數數字（如果系統將在其後的 24 小時內執行該操作，請略過此步驟）：

0：星期日
1：星期一
2：星期二
3：星期三
4：星期四
5：星期五
6：星期六



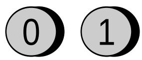
範例：
星期日

7 按下 START（**開始**）鍵。



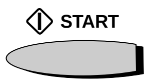
8 按下快速鍵或輸入接收方傳眞機的快速撥號號碼。

- 如果要設定的是輪詢操作，請移至步驟 11。

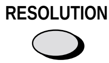


範例：
快速撥號 #01

9 按下 START（**開始**）鍵。

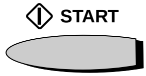


10 如有必要，調整解析度與對比度（如果您不想變更設定值，則跳至下一步）。



11 按下 START（**開始**）鍵。

- 如果要設定的是傳送操作，則系統會將文件掃瞄到記憶體中。



取消計時器操作

如果您需要在設定計時器操作之後取消該操作，請執行以下步驟。

1 按下這些鍵：



顯示幕上將會顯示：

```
TIMER MODE
1=SET, 2=CLEAR
```

2 按下 2 以選擇 CLEAR（清除）。



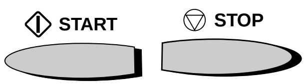
3 輸入指定至您要取消的計時器操作之 1 位數數字。

- 如果您忘記了該數字，請如第 8 章所述印出計時器清單。



（**範例**）

4 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



8. 列印清單

您可以列印可顯示輸入傳員機的設定值與資訊之清單。您也可以在完成了近期活動與個別操作之後將有關的報告列印出來。以下幾頁中詳細介紹了這些清單與報告。

要列印清單，請執行以下步驟。

1 按下 FUNCTION（**功能**）鍵與 2。



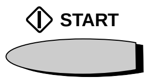
顯示幕上將會顯示：

```
LISTING MODE
PRESS * OR #
```

2 按下 * 鍵或 # 鍵，直到顯示幕上出現所要的清單。



3 按下 START（**開始**）鍵以列印清單。



活動報告

此報告顯示了您最近執行的傳送與接收操作的資訊（最多可顯示 30 個操作）。報告分爲兩部份：TRANSMISSIONS ACTIVITY REPORT（傳送活動報告）與 RECEPTIONS ACTIVITY REPORT（接收活動報告），前者顯示傳送資訊，後者顯示接收資訊。

- 在列印報告之後系統將清除所有資訊。如果關閉了自動列印，並且沒有手動列印 30 個操作的報告，則每次執行了一個新操作之後，新操作將覆寫最早的操作資訊。

```
****************************************************************************************
*                                                                                      *
*                                                                            P.01      *
*                              TRANSMISSIONS ACTIVITY REPORT                           *
*                                                        01-APR-2000 SAT 04:14         *
*                                                                                      *
*                  FOR:  ABC CORP.                 529658742                           *
*--------------------------------------------------------------------------------------*
*  NO.  DATE     START     RECEIVER          TX TIME   PAGES TYPE            NOTE    M# *
*--------------------------------------------------------------------------------------*
*  01   01-APR   04:06     KENT CORP.            19"       1 SEND(M)         OK      01 *
*  02   01-APR   04:08                           33"       1 BROADCAST               02 *
*  03   01-APR   04:14     ADRIAN SMITH          19"       1 TIMER SEND      OK         *
*--------------------------------------------------------------------------------------*
*                               TOTAL          1'11"       3                           *
*                                                                                      *
*                               GRAND TOTAL TIME:          1M 11S                      *
*                                         PAGES:               3                       *
*                                                                                      *
****************************************************************************************
```

標題說明

SENDER/RECEIVER（**寄件者 / 收件者**）	涉及傳眞操作的其他傳眞機的名稱或傳眞號碼。如果該傳眞機不具有識別功能，通訊模式將會出現（如「G3」）。
START（**開始**）	開始傳送 / 接收的時間。
TX/RX TIME（**TX/RX 時間**）	傳送 / 接收所需的總時間。
PAGES（**頁數**）	已傳送 / 接收的頁數。
NOTE（**附註**）	（報告的 NOTE（**附註**）欄中將出現以下任何一個附註，以指明是否成功執行，如果未能成功執行，則將提供失敗的原因。）

OK（**確定**）— 傳送 / 接收成功。

P.FAIL（**電源故障**）— 因電源故障而無法執行。

JAM（**夾紙**）— 因列印紙或文件卡紙而無法執行。

NO PAPER（**無紙**）— 在接收時傳眞機的紙已用完。

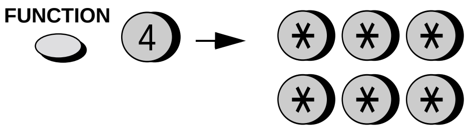
BUSY（**佔線**）— 因線路忙碌而無法傳送傳眞。

COM.E-0 to COM.E-13（**通訊錯誤**）— 因電話線路錯誤而無法執行。請參閱第 10 章的故障與解決方法中的線路錯誤。

CANCEL（**取消**）— 由於按下了 STOP（**停止**）鍵、送紙器中無文件，或您的傳眞機不具有對方傳眞機所要求的傳送功能，而取消執行。如果您要嘗試傳眞，請確保送紙器中已裝入文件。如果您要接收傳眞，請與傳送方聯絡，以瞭解對方嘗試傳送傳眞的方式。

如有必要，您可以將活動報告設定爲在累積到 30 個操作資訊時自動列印。（如有需要，您可以隨時列印此報告。）請執行以下步驟：

1 按下這些鍵：



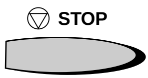
顯示幕上將會顯示：

```
AUTO PRINT OUT
1=YES, 2=NO
```

2 按下 1 以自動開啓列印，或按下 2 以將其關閉。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



計時器清單

此清單顯示目前設定的計時器操作，以及記憶體輪詢功能是否開啓。

TIMER LIST
01-APR-2000 SAT 04:21

FOR: ABC CORP. 529658742

NO.	START	TYPE		RESOLUTION	REMOTE STATION ID NO.
1	10:30	SUN	SEND	STANDARD :AUTO	KENT CORP.
2	01:15	WED	POLLING		JACK SMITH
3	05:51	SAT	SEND	SUPER FINE:AUTO	ADRIAN SMITH

電話號碼清單

此清單顯示已設定爲自動撥號的傳眞號碼。

TELEPHONE NUMBER LIST
01-APR-2000 SAT 01:27

FOR: ABC CORP. 529658742

RAPID NO. SPEED NO.	NAME	TELEPHONE NO.	CHAIN DIAL
R01	KENT CORP.	123-456-7890	
R02	JACK SMITH	333-555-7777	
R03	ADRIAN SMITH	230-347-6385	SET
S00	AL	E-MAIL STORED	
S01	ABC SOFT	666-999-0000	

密碼清單

此清單顯示輪詢安全性的設定、您輸入傳眞機的名稱與傳眞 / 電話號碼、列印在每張傳送頁面頂端的標題樣式（HEADER PRINT（**標題列印**））。

PASSCODE LIST
01-APR-2000 SAT 03:56

FOR: ABC CORP. 529658742

POLLING MODE
SECURITY OFF
PASSCODE NO.
01
02
03
04
05
06
07
08
09
10

SENDER'S NAME
ABC CORP.
SENDER'S TELEPHONE NUMBER
529658742
HEADER PRINT
01-APR-2000 SAT 03:56 ABC CORP. 529658742 P. 01

選項設定清單

此清單顯示選項設定的目前狀態。

OPTIONAL SETTING LIST

13-APR-2000 THU 14:42

FOR: ABC CORP. 59658742

NO.	ITEM	SETTING
01	FINE PRIORITY	NO
02	NUMBER OF RINGS IN AUTO ANSWER MODE	1 RING
03	5 RINGS TEL ANSWER	NO
04	RECALL INTERVAL	05 MINUTES
05	RECALL TIMES	02 TIMES
06	TEL/FAX REMOTE NO.	(5) **
07	REMOTE RECEPTION	YES
08	TRANSACTION PRINT SELECT	ERROR ONLY
09	DIAL MODE	TONE
10	PSEUDO RINGING DURATION	15 SEC.
11	QUIET DETECT TIME	04 SEC.
12	FAX ANSWER WHEN ANS. FAILS	NO
13	DUPLEX RINGING	NO
14	FAX SIGNAL RECEIVE	YES
15	JUNK FAX NO. CHECK	NO
16	POLLING	NO
17	COVER SHEET	NO
18	AUTO PRINT OUT	NO
19	ECM MODE	YES
20	BEEP LENGTH	3 SECONDS
21	QUICK ON-LINE	YES
22	RECEPTION RATIO	AUTO
23	COPY CUT OFF	YES

垃圾傳真號碼清單

此清單顯示過濾垃圾功能不允許接收的號碼。

ANTI JUNK NUMBER LIST

01-APR-2000 SAT 01:21

FOR: ABC CORP. 59658742

ANTI JUNK FAX NO. CHECK: NO

STORED LOCATION	JUNK FAX NO.
1	8754215632
2	8546324456
3	8965542123

群組清單

此清單顯示已設定在每個群組鍵中的傳真號碼。

GROUP LIST

01-APR-2000 SAT 04:03

FOR: ABC CORP. 529658742

GROUP 4	REMOTE STATION ID	R01, R02, R03, R04

執行報告

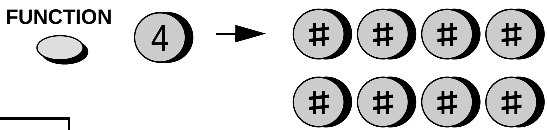
傳真機在操作完成之後自動列印執行報告，以供您核對結果。傳真機的原廠設定只有在錯誤發生的情況下才列印此報告。

◆ 執行報告中所出現的標題與活動報告中的相同。有關標題的說明，請參閱本章的活動報告。

◆ 您無法隨時列印執行報告。

如有必要，您可以變更列印報告的條件。請執行以下步驟。

1 按下這些鍵：



顯示幕上將會顯示：

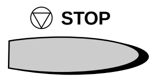
```
TRANSACTION LIST
1:ALWAYS PRINT
```

選擇將在此處交替出現。

2 按下 1 至 5 的數字以選擇列印條件。

1	ALWAYS PRINT (始終列印)	在每次傳送、接收或出現錯誤之後列印報告。
2	ERR/TIMER/MEM (錯誤/計時器/記憶體)	在出現錯誤、計時器操作或記憶體傳送之後列印報告。
3	SEND ONLY (僅傳送)	每次傳送後列印報告。
4	NEVER PRINT (始終不列印)	始終不要列印報告。
5	ERROR ONLY (僅錯誤)	僅在發生錯誤時才列印報告。

3 按下 STOP(**停止**)鍵以返回日期與時間顯示幕。



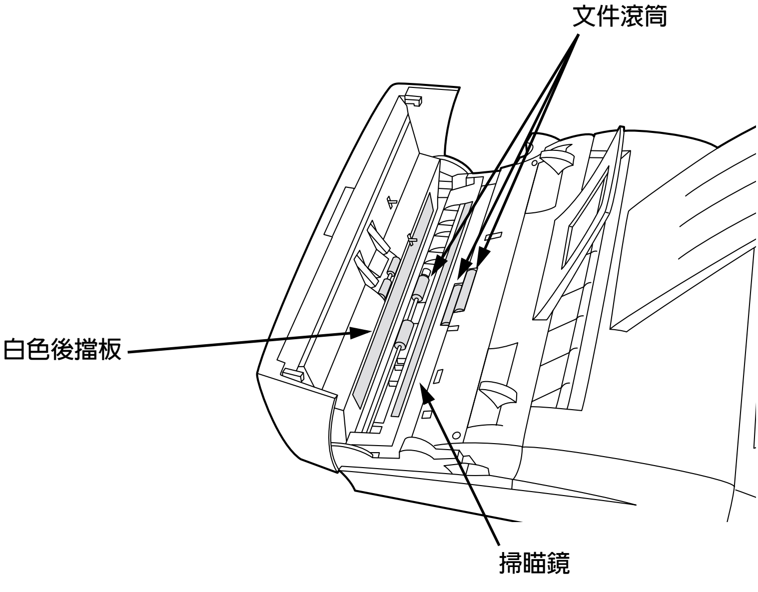
9. 維護

掃瞄鏡與滾筒

請經常清潔掃瞄鏡與滾筒，以確保所傳送的影像與複印件保持最佳品質。

打開操作面板（握住面板釋放裝置並向上拉），然後用一塊柔軟的布擦拭掃瞄鏡、滾筒及白色後擋板。

◆ 請確保已除去所有的灰塵與污漬（如塗改液），因爲灰塵與污漬將會在傳送的影像與複印件上形成垂直線條。



機殼

請用一塊乾布擦拭傳真機的外部零件和表面。

注意！

◆ 切勿使用苯或稀釋劑。這些溶劑可能會使傳真機受損或褪色。

更換碳粉匣

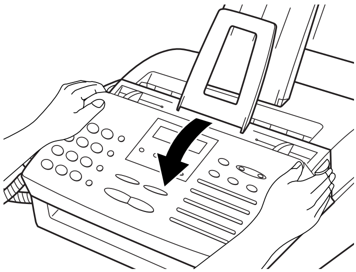
在碳粉快要耗盡時（大約還可以列印 100 頁），操作面板上的 TONER EMPTY（碳粉耗盡）指示燈將會閃爍。在碳粉完全耗盡時，碳粉匣指示燈將持續亮起，並且顯示幕上將會出現 REPLACE TONER（更換碳粉）的訊息。此時，您將無法進行列印。

請使用以下碳粉匣進行更換：

夏普 FO-29DCCN 碳粉匣

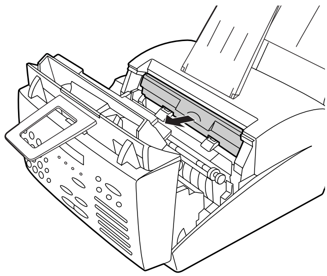
1 握住列印槽蓋的兩側（如圖所示）並向上拉以打開蓋子。

- **注意！**
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。因此切勿觸摸列印槽的內部或列印槽蓋底層的紙張導板。



2 握住碳粉匣把手上有標記 PUSH（**推**）的手柄，並將把手拉出。再次握住把手並將碳粉匣從列印槽中拉出。

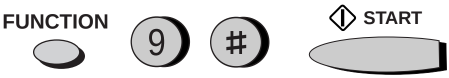
- 請按照本地的管理規定處理舊的碳粉匣。如果您有疑問，請與您當地的廢物處理機構聯絡。



3 安裝新的碳粉匣，並重新設定碳粉匣計數器（請參閱第 1 章的安裝碳粉匣）。

更換磁鼓碳粉匣

爲保持最佳的列印品質，建議您在列印完大約 20,000 頁後更換磁鼓碳粉匣。您可以按照以下順序按下按鍵，以在顯示幕中檢視已列印的頁數：



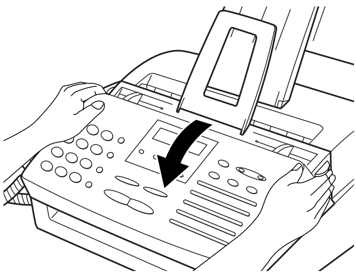
在檢視完之後，按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

請使用以下磁鼓碳粉匣進行更換：

夏普 FO-29DRCN 磁鼓碳粉匣

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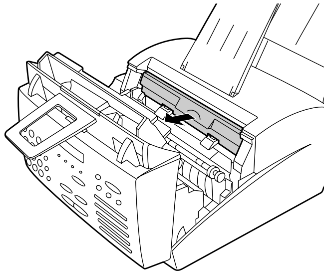
1 握住列印槽蓋的兩側（如圖所示）並向上拉以打開蓋子。



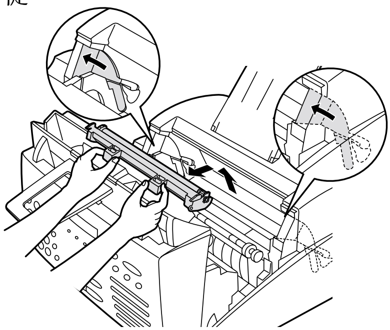
- **注意！**
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。因此切勿觸摸列印槽的內部或在列印槽蓋底層的紙張導板。

2 握住碳粉匣把手上有標記 PUSH（**推**）的手柄，並將把手拉出。再次握住把手並將碳粉匣從列印槽中拉出。

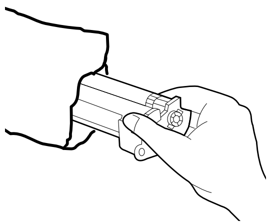
- 在水平表面上放一張紙，然後將碳粉匣放在紙張上。



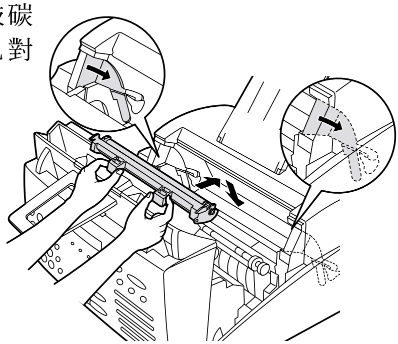
3 握住磁鼓碳粉匣把手上的彈片，然後從傳真機中輕輕拉出碳粉匣。



4 從包裝中取出新的磁鼓碳粉匣。

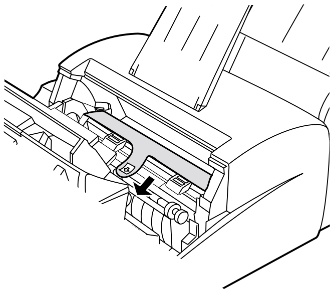


5 將磁鼓碳粉匣插入列印槽，並將磁鼓碳粉匣上的導板與列印槽兩側的導軌對齊。



6 輕輕拉起紙張彈片，撕下磁鼓碳粉匣的黑色保護紙。

- 請勿撕破紙張或將任何紙片留在傳真機內。



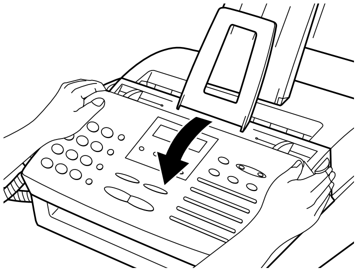
7 更換碳粉匣，並重新設定磁鼓計數器（請參閱第 1 章的安裝碳粉匣）。

清潔磁鼓碳粉匣

如果您發現列印出來的頁面中缺少字元或部份影像，則您可能需要清潔磁鼓碳粉匣內的磁鼓。請執行以下步驟以清潔磁鼓。

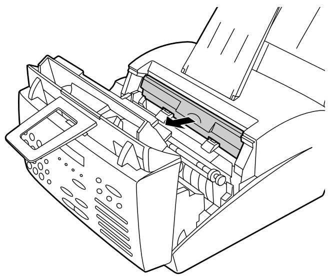
1 握住列印槽蓋的兩側（如圖所示）並向上拉以打開蓋子。

- **注意！**
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。因此切勿觸摸列印槽的內部或在列印槽蓋底層的紙張導板。

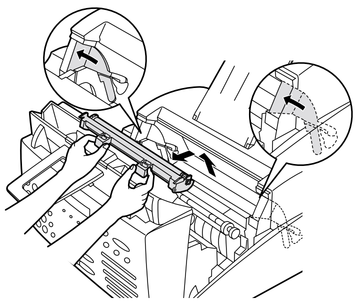


2 握住碳粉匣把手上有標記 PUSH（**推**）的手柄，並將把手拉出。再次握住把手並將碳粉匣從列印槽中拉出。

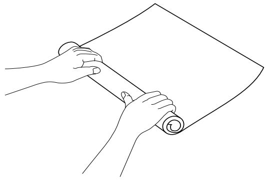
- 在水平表面上放一張紙，然後將碳粉匣放在紙張上。



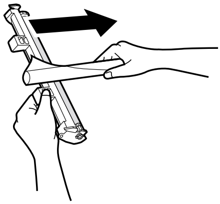
3 握住磁鼓碳粉匣把手上的彈片，然後從傳真機中輕輕拉出碳粉匣。



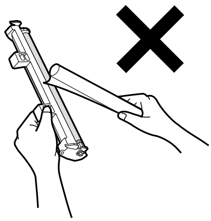
4 取一張乾淨的白紙，將其捲成筒狀。請將其捲緊，使其兩端開口的直徑略小於您的小指。



5 使用捲好的紙筒輕輕擦拭磁鼓表面，以除去黏在磁鼓上的碳粉顆粒。

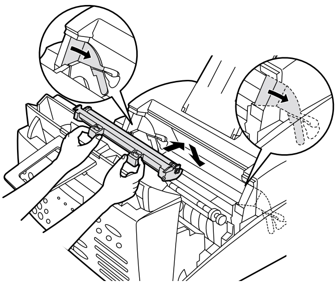


- 除了清潔紙筒，切勿讓磁鼓表面與其他物件接觸。指紋、水、酒精以及其他溶劑會損壞磁鼓表面。
- 切勿讓清潔紙筒的邊緣碰到磁鼓表面。



6 重新裝上磁鼓碳粉匣。

- 要插入碳粉匣，請將碳粉匣上的導板與列印槽兩側的導軌對齊。



7 重新裝上碳粉匣並合上列印槽蓋（請參閱第 1 章的安裝碳粉匣）。

10. 故障排除

故障與解決方法

線路錯誤

故障	解決方法
顯示幕上出現 LINE ERROR（線路錯誤）的訊息。	重新嘗試執行。如果錯誤仍然存在，請檢查以下事項： • 檢查連接。從 TEL.LINE（**電話線**）插孔至牆上插座的連接線不應超過兩米。 • 確保沒有共用同一條電話線路的數據機裝置。 • 與對方核實以確保他們的傳真機正常操作。 • 檢查您電話線的線路噪音。 • 嘗試將傳真機連接到另一條電話線上。 • 如果故障仍然發生，那麼您的傳真機可能需要維修。

撥號與傳送故障

故障	解決方法
在您拿起聽筒或按下 SPEAKER（**喇叭**）鍵時聽不到撥號訊號。	• 確保聽筒連接線已插入正確的插孔。請參閱第 1 章的連接中的連接聽筒。
無法撥號。	• 確保電源線已正確地插入電源插座。 • 確保電話線路已正確連接至 TEL.LINE（**電話線**）插孔與牆上插座。 • 確保已將傳真機設定爲適用於電話線路的正確撥號模式。請參閱第 1 章的連接中的連接電話線。
電源已開啓，但無法傳送文件。	• 確保接收方的傳真機有紙。 • 確保電話線已插入 TEL.LINE（**電話線**）插孔，而不是 TEL.SET（**電話設定**）插孔。 • 如果接收方傳真機正處於手動模式且無人看管，則將無法接收。 • 查看顯示幕上是否有錯誤資訊。 • 請拿起聽筒並檢查是否聽到撥號訊號。
接收方沒有列印任何頁面。	• 確保要傳送的文件是面朝下放置在送紙器中。
對方收到的影像失眞。	• 如果關閉了錯誤更正模式（請參閱第 2 章的錯誤更正模式），電話線路上的噪音可能會導致影像失眞。重新嘗試傳送文件。 • 在您的傳眞機上複印文件。如果複印件也失眞，則您的傳眞機可能需要維修。

接收與複印故障

故障	解決方法
電源已開啓，但無法接收。	• 確保電話線已插入 TEL.LINE（**電話線**）插孔，而不是 TEL.SET（**電話設定**）插孔。
在嘗試接收文件時，輸出的爲空白的列印紙。	• 請確保已將傳送方傳真機的文件正確地裝入送紙器中。複印一頁文件或列印一份報告，以確認您傳真機的列印功能是否正常。
收到的文件頁面模糊。	• 要求對方以較高的對比度傳送文件。如果收到的文件之對比度仍然過低，則您的傳真機可能需要維修。複印一頁文件或列印一份報告，以檢查您傳真機的列印功能是否正常。 • 碳粉匣可能需要更換。
收到的影像失真。	• 如果傳送方傳真機具有錯誤更正模式，請確保兩台傳真機均已開啓此功能（請參閱第 2 章的錯誤更正模式）。 • 如果錯誤更正模式已關閉，電話線路上的噪音可能會導致影像失真。請對方重新嘗試傳送文件。 • 磁鼓匣可能受損。試用一下新磁鼓匣。 • 在您的傳真機上複印一頁文件或列印一份報告。如果複印件或報告仍然失真，則您的傳真機可能需要維修。
複印品質欠佳並 / 或出現黑點。	• 掃瞄鏡上的任何灰塵或雜質，均會導致複印件與傳真文件上出現黑點。請按第 9 章所述清潔掃瞄鏡。
在收到的文件和複印件上出現有規則間距的圓點。	• 磁鼓匣可能受損。更換磁鼓匣。

電話答錄機連接

故障	解決方法
電話答錄機連接無法正常操作。	• 確保您傳真機的接收模式已設定爲 A.M.（電話答錄機）。 • 確保您傳真機的 TEL.LINE（**電話線**）插孔已連接至牆上插座。確保您傳真機的 TEL.SET（**電話設定**）插孔已連接至電話答錄機的電話線插孔（不是電話答錄機的分機插孔）。 • 確保電話答錄機的外出留言訊息在 10 秒之內。 • 確保靜音偵測時間設定值已設定爲三或四秒（請參閱第 6 章）。

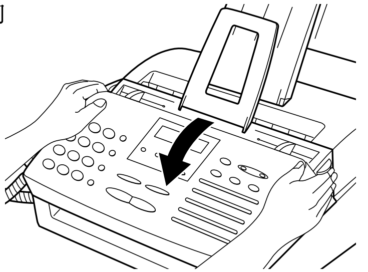
一般故障

故障	解決方法
顯示幕上沒有顯示任何訊息。	• 確保電源線已正確地插入電源插座。 • 將其他電器裝置連接至該電源插座，以查看插座是否有電源。
在您按下任何鍵後，傳真機均無反應。	• 如果在您按下按鍵時傳真機沒有發出嗶聲，請打開印表機槽蓋，使用鉛筆或鋼筆按下 RESET（重新設定）按鈕（請參閱下頁）。
傳送或複印時無法自動送紙。	• 檢查文件的尺寸與重量（請參閱第 2 章中的可傳送的文件）。
傳真機中斷了在分機上進行的語音呼叫。	• 如果已將接收模式設定爲 A.M.（電話答錄機），在語音呼叫過程中一有傳真進入，則可能中斷語音呼叫。要防止音頻撥號分機發生中斷情況，請在接聽後按下分機上的任何三個鍵（註：請勿輸入啓動傳真接收的代碼）。
嘗試輪詢時無法接收。	• 確保還有紙張。 • 確保傳送方傳真機正處於自動接收模式。 • 如果傳送方傳真機具有輪詢安全性功能，請確保已將您的傳真號碼輸入您的傳真機及傳送方傳真機中。

使用 RESET（重新設定）鍵

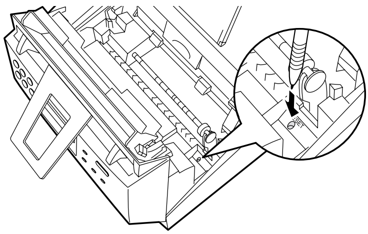
如果在您按下操作面板的任何按鍵時，傳真機均無回應，則您必須重新設定傳真機。要完成此操作，請執行以下步驟：

1 握住列印槽蓋的兩側（如圖所示）並向上拉以打開蓋子。



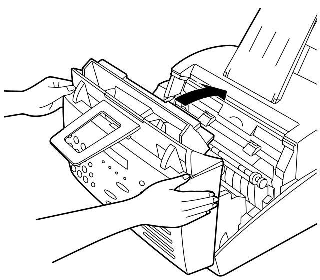
- **注意！**
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。因此切勿觸摸列印槽的內部或在列印槽蓋底層的紙張導板。

2 使用原子筆按下 RESET（**重新設定**）按鈕。



- **註**：按下 RESET（**重新設定**）按鈕將會清除儲存在記憶體中的所有文件。

3 合上列印槽蓋，並將它的兩側穩固地向下按以確保其完全合上。



訊息與訊號

顯示幕訊息

CAN'T PRINT DATA （無法列印資料）	由於傳眞機無法列印傳眞，傳眞已被接收至記憶體中。此則訊息會與一則指出該故障的訊息交替出現。在故障解決後，傳眞機將會自動進行列印。
CHECK PAPER SIZE （檢查紙張大小）	供紙托架中裝入的紙張大小不正確。取出紙張，然後裝入 A4 尺寸的紙張。
CHECK PC （檢查個人電腦）	如果在您按下 **E-MAIL（電子郵件）**鍵時，您的電腦沒有開啓或沒有正確連接到傳眞機，則此訊息會出現。
COVER OPEN （蓋板已打開）	列印槽蓋已打開。平穩地按下列印槽蓋的兩側，以將其合上。
DOCUMENT JAMMED （文件被夾住）	正本文件發生夾紙狀況。請參閱下節的清除夾紙。
FUNCTION MODE （功能模式）	**FUNCTION（功能）**鍵已經啓動。
GRP.SPACE FULL （群組空間已滿）	在所有群組鍵均已設定時，如果您嘗試設定群組鍵，則此訊息會出現。
HOLD（暫停）	在通話期間按下了 **HOLD/SEARCH（暫停 / 搜尋）**鍵，使對方處於等候狀態。再次按下 **HOLD/SEARCH（暫停 / 搜尋）**，解除對方的等候狀態。
LINE ERROR（線路錯誤）	傳送或接收失敗。請按下 **STOP（停止）**鍵以清除此訊息，然後重試。如果錯誤仍然存在，請參閱本章的故障與解決方法中的線路錯誤。

MEMORY IS FULL （記憶體已滿）	記憶體已滿。如果已接收的資料過多而傳眞機又無法及時將其列印出，那麼在接收傳眞時可能會出現此訊息。如果傳眞機無法列印傳眞（一則附加訊息會指出該故障）而將傳眞接收至記憶體中時，請解決此故障以繼續列印（請參閱第 3 章的「替代接收至記憶體」）。如果您嘗試透過自動撥號進行傳送時出現此訊息，請參閱第 2 章的如果記憶體已滿。
MEMORY PRINTING （記憶體列印）	傳眞機正在準備或透過記憶體列印文件。
NO DATA （無資料）	如果您在尙未儲存任何自動撥號號碼的情況下，嘗試搜尋這些號碼，則此訊息會出現。
NO # STORED （未儲存號碼）	您嘗試撥打或清除尙未設定的快速鍵或快速撥號號碼（即尙未爲它指定完整的號碼）。
OFF HOOK （聽筒未掛上）	如果您在使用聽筒撥號與傳送傳眞後忘記將其放回原處，則此訊息會出現。請將聽筒放回原處或按下 **STOP（停止）**鍵以清除此訊息。
ON HOOK DIAL （等待撥號）	您按下了 **SPEAKER（喇叭）**鍵，傳眞機正等待您的撥號。
OUT OF PAPER （無紙）	列印紙已用完（或紙張釋放柄已打開）。如第 1 章中的裝入列印紙所述裝入紙張。
PAPER JAMMED （夾紙）	列印紙被夾住。請參閱下節的清除夾紙。
REPLACE TONER （更換碳粉）	必須更換碳粉匣。
SEARCH DIAL （搜尋撥號）	您按下了 **HOLD/SEARCH（暫停 / 搜尋）**鍵。（請參閱第 2 章的透過自動撥號傳送傳眞中的搜尋自動撥號號碼）。
SEND READY （傳送就緒）	已裝入文件，傳眞機正等待您開始傳眞或複印。
SIZE ERROR （大小錯誤）	如果裝入的紙張小於 A4 尺寸，則此訊息會出現。將紙張更換爲 A4 尺寸的紙張。

TOTAL PAGE(S) 1 （總頁數 1）	已傳送、接收或複印的頁數。
TX MEMORY FULL （TX 記憶體已滿）	在記憶體中已有 30 份待傳送的工作時，如果您還將文件插入文件送紙器中，則此訊息會出現。在目前正在傳送的工作完成後，您就可以繼續設定傳送工作。 如果傳真機由於列印故障而將傳真接收至記憶體中，此訊息亦會出現。在這種情況下，請解決故障以便進行列印並釋放記憶體。

聲頻訊號

連續訊號	3 秒	表示傳送、接收或複印結束。
間歇訊號 （3 次嗶聲）	5 秒 （響 1 秒，停 1 秒）	表示傳送、接收或複印不完整。
快速間歇訊號	連續 （響 0.7 秒，停 0.3 秒）	表示聽筒已掛上。

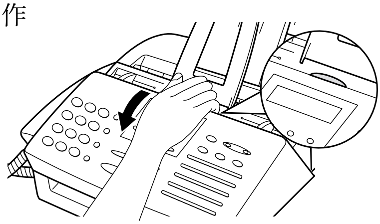
清除夾紙

清除夾住的文件

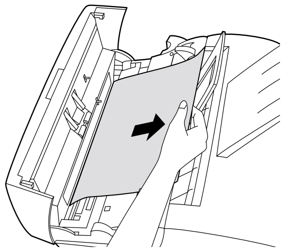
如果正本文件在傳送或複印時無法正確送入，或者顯示幕上出現 DOCUMENT JAMMED（文件夾住）的訊息，請先嘗試按下 START（**開始**）鍵。如果文件無法退出，請打開操作面板並取出文件。

重要事項：
請勿在未打開操作面板的情況下取出文件，這可能會損壞送紙器的機件。

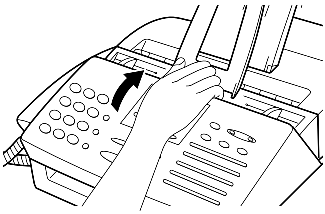
1 握住面板釋放裝置並向上拉以打開操作面板。



2 取出文件。

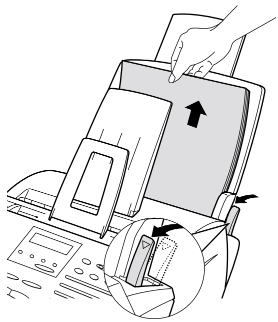


3 合上操作面板，並確保其卡入定位。



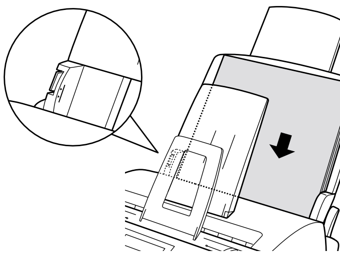
清除被夾住的列印紙

1 如果大多數夾紙從傳真機的背面突出，請朝您的方向拉紙張釋放柄，然後嘗試拉出夾紙。



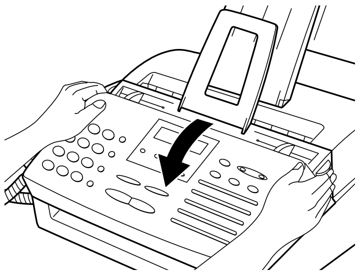
2 如果夾紙出來了，請取出供紙托架中的剩餘紙張，拉直堆疊並將其放回供紙托架，然後向下推紙張釋放柄。

- 如果您無法按此方法清除夾紙，請繼續執行以下步驟。

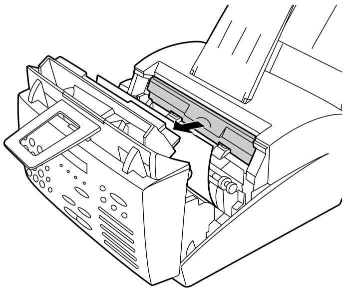


3 握住列印槽蓋的兩側（如圖所示）並向上拉以打開蓋子。

- **注意！**
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。請勿觸摸列印槽的內部。

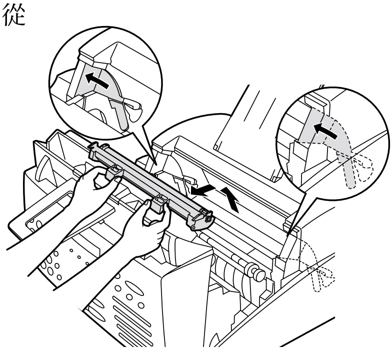


4 握住標記為 PUSH（**推**）的碳粉匣把手上的手柄，並將把手拉出。重新握住把手並將碳粉匣從列印槽中拉出。

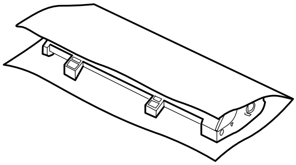


- 在水平表面上放一張紙，然後將碳粉匣放在紙張上。

5 握住磁鼓碳粉匣把手上的彈片，然後從傳真機中輕輕拉出碳粉匣。

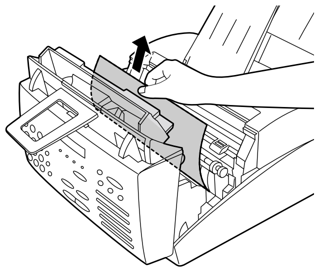


6 用一大張紙裹住磁鼓碳粉匣（如右圖所示），以免光線照射綠色磁鼓部份，然後將它輕輕放置在水平表面上。

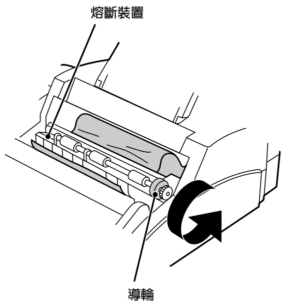


- 請勿觸摸磁鼓碳粉匣內的綠色磁鼓，否則會損毀磁鼓表面。
- 請勿讓光線直接照射磁鼓，否則會損毀磁鼓。

7 從傳真機中輕輕拉出夾紙。

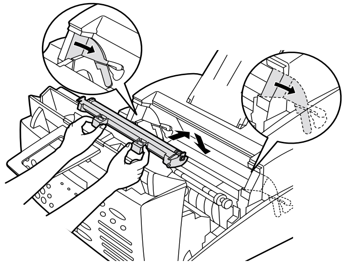


- 如有必要，請轉動熔斷裝置右側的輪子，以將紙張從傳真機中退出。
- **注意！**
  拉出夾紙時，請勿施力過度。如果紙張撕破且傳真機中留有紙片，則您可能需要撥打維修電話，請人清除殘留的紙片。

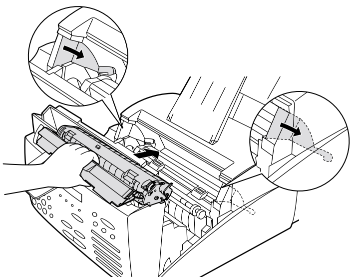


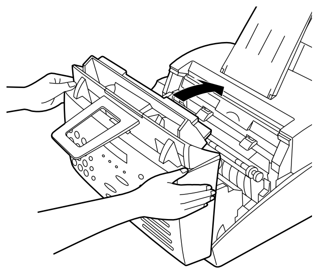
8 重新裝上磁鼓碳粉匣。

- 要插入碳粉匣，請將碳粉匣上的導板與列印槽兩側的導軌對齊。



9 重新裝上碳粉匣並合上列印槽蓋（請參閱第 1 章中的安裝碳粉匣）。





快速參考指南

輸入您的名稱與號碼

1.按下： FUNCTION 3 # #

顯示幕上將會顯示：

```
OWN NUMBER SET
PRESS START KEY
```

2.按下： START

3.透過按下數字鍵來輸入您的傳眞號碼（最多 20 位數）。

- 要在數字間插入空格，請按下 # 鍵。
- 如果輸入錯誤，請按下 SPEED DIAL（**快速撥號**）鍵以退回並清除錯誤。

4.按下： START

5.透過按下相應的數字鍵來輸入您的名稱，如下所示。

- 要連續輸入需要同一按鍵的兩個字母，請在輸入首字母後按下 SPEAKER（**喇叭**）鍵。

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

- 要變更字母大小寫，請按下 REDIAL（**重撥**）鍵。按下 # 或 * 以捲動尋找符號與特殊字元。

6.完成後，請按下： START STOP

設定日期與時間

1.按下： FUNCTION 3 * *

顯示幕上將會顯示：

```
DATE & TIME SET
PRESS START KEY
```

2.按下： START

3.輸入表示日期的兩位數（01 至 31）。

4.輸入表示月份的兩位數（01 至 12）。

5.輸入表示年份的四位數（例如：2000）。

6.輸入表示小時的兩位數（00 至 23）以及表示分鐘的兩位數（00 至 59）。

7.完成後，請按下： START STOP

儲存與清除自動撥號號碼

1. 按下： FUNCTION 3 #

顯示幕上將會顯示：

```
FAX/TEL # MODE
1=SET, 2=CLEAR
```

2.按下 1 以儲存號碼，或按下 2 以清除號碼。

3.按下快速鍵或輸入 2 位數的快速撥號號碼（從 00 至 99）（如果您要清除號碼，請移至步驟 7）。

4. 輸入完整的傳眞 / 電話號碼。

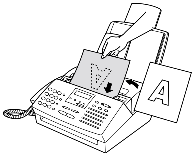
5.按下： START

6.透過按下數字鍵來輸入位置的名稱（請參閱輸入您的名稱與號碼中的字母輸入表）。

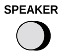
7. 按下： START STOP

傳送傳真

請將您的文件面朝下（最多 20 頁）放入文件送紙器。

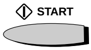


正常撥號

1.拿起聽筒或按下 

2.撥打傳眞號碼。

3.等待接收訊號（如果有人接聽，請對方按下其傳眞機上的 START（開始）鍵）。

4.按下： 

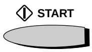
快速鍵撥號

按下相應的快速鍵。傳眞機將會自動開始傳送。

快速撥號

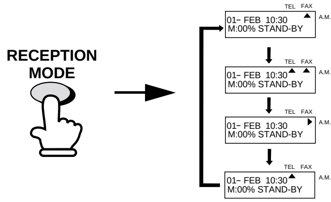
1.按下： 

2.輸入 2 位數的快速撥號號碼。

3.按下： 

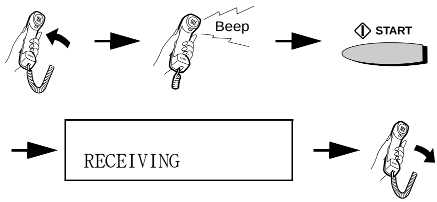
接收傳真

按下 RECEPTION MODE（**接收模式**）鍵，直到顯示幕上的箭頭指向所要的接收模式。



FAX（傳真）模式：傳眞機將根據設定的響鈴次數自動接聽和接收傳送進來的文件。

TEL（電話）模式：



TEL/FAX（電話 / 傳真）模式：此模式極適用於接收傳眞與接聽語音呼叫。在接收到呼叫時，傳眞機將自動偵測該呼叫是否為語音呼叫（包括手動撥號的傳眞），或自動撥號傳眞。

A.M.（電話答錄機）模式：在電話答錄機已連接至傳眞機且已開啓時選擇此模式。

索引

十二劃

十三劃

十四劃

十五劃

十六劃

十七劃

十八劃

二十一劃

二十二劃

二十三劃

SHARP®

在使用密封磁碟套件之前，
請閱讀本文件。

軟體使用授權書

使用授權程式之前，請仔細閱讀本授權程式的使用授權協定。使用本授權程式，即表示您接受本使用授權書之條款的約束。如果您不接受本使用授權書的條款，請立即將未使用過的授權程式退回原購買地點，您將獲得全額退款。

1. **授權**。無論是儲存在磁碟、唯讀記憶體，還是儲存在任何其他媒體（「授權程式」）中，隨本使用授權書附上的應用程式、示範、系統與其他授權程式，以及相關的說明文件與字型，均由日本夏普株式會社（「夏普」）授權您使用。您擁有的僅僅是用以記錄授權程式的磁碟，而夏普與 / 或夏普的供應商保留對授權程式、相關說明文件以及字型的擁有權。本使用授權書容許您在單一電腦上使用授權程式，並只複製一份機器可讀取的授權程式副本以用於備份。您必須將授權程式正本中的夏普著作權通告及任何其他圖標所有權，複製在該副本上。您亦可將自己對授權程式、授權程式的備份副本、相關說明文件以及本使用授權書副本擁有的所有使用授權轉讓給另一方，只要對方閱讀並接受本使用授權書的條款與條件即可。

2. **限制**。授權程式包含受著作權保護的資料、商業機密以及其他所有權資料。爲了保護上述資料與機密（除非經適用法律的許可），您不得對授權程式進行反編譯、反向工程、反組譯，或以可察覺的形式簡化授權程式。您不得對授權程式進行修改、將其放在網路上、租借、租賃、出租、分銷，或用完整或部份的授權程式建立衍生工作，亦不可將授權程式以電子方式從一台電腦傳送至另一台電腦，或在網路上傳送。

3. **終止**。本使用授權書在終止前持續有效。您可以透過銷毀授權程式、相關說明文件、字型以及所有相關副本，來隨時終止本使用授權書。如果您未遵守本使用授權書中的任何規定，則它將立即終止，而不必經夏普的另行通知。使用授權書一旦終止，您必須銷毀授權程式、相關說明文件、字型以及所有相關副本。

4. **有關出口的法律保證**。您必須同意並保證不將授權程式、夏普的任何其他技術資料以及相關的直接產品，出口至美國以外的地區，除非經授權以及美國法律與規定的許可。如果您在美國以外的地區合法取得授權程式，您必須同意不會再出口授權程式、夏普的任何其他技術資料以及相關的直接產品，除非經美國以及您取得授權程式所在的管轄地區之法律與規定的許可。

5. **政府用戶**。如果您代表美國政府的任何單位或機構購買授權程式，則必須遵守以下規定。政府同意：(I) 如果授權程式是爲國防部 (Department of Defense, DoD) 購買的，則該授權程式被分類爲「商用電腦授權程式」，政府對授權程式、其說明文件及字型所取得權利，僅限於在 DFARS 的 252.227-7013(c)(1) 條款中定義的「有限權利」；(II) 如果授權程式是爲除了 DoD 之外的任何美國政府單位或機構購買的，則政府對授權程式、其說明文件及字型所擁有的權利，將與在 FAR 的 52.227-19(c)(2) 條款中定義的權利相同；如果是以作爲 FAR 之補充的 NASA 爲依據，則與在 NASA 的 18-52.227-86(d) 條款中定義的權利相同。

6. **媒體的有限保固**。在正常使用的情況下，夏普保證用以記錄授權程式的磁片與 / 或光碟，在收據副本上注明的購買日期算起的九十 (90) 天內，其材料與成品都不含缺陷。對於與夏普有限保固不相符且與收據副本一起退回至夏普或夏普授權代表的磁片與 / 或光碟，夏普所承擔的全部責任以及您可以獲得的唯一賠償，將是更換磁片與 / 或光碟。夏普將不負責更換由於意外事故、濫用或誤用而損毀的磁片與 / 或光碟之責任。有關磁片與 / 或光碟的任何默許保證（包括銷售合適性及適合特定用途之默許保證），均限制在自交貨日期算起的九十 (90) 天範圍內。本保固賦予您具體的法律權利，您亦可能擁有其他因管轄地區而異的權利。

7. **有關授權程式之放棄保固聲明**。您明確地瞭解並同意自行承擔使用授權程式之風險。授權程式、相關說明文件及字型均以「維持現狀」的方式提供，不再具有任何其他類型的保固。夏普與夏普的授權者（對於第 7 與第 8 條之規定，夏普與夏普的授權者將統稱爲「夏普」）明確地拒絕承認所有明示或默許保證，包括但不限於銷售合適性及適合特定用途之默許保證。夏普不保證授權程式中包含的功能符合您的要求，或授權程式在運作時不會中斷或出現錯誤，亦不保證授權程式與字型中的缺陷將會得到更正。此外，對於授權程式或相關說明文件的使用或使用結果，夏普在其正確性、精確性、可靠性或其他方面不作任何保證或陳述。

   夏普或夏普授權代表所提供的任何口頭或書面資訊或建議，均不能將之視爲保固，或以任何方式擴大本保固的範圍。如果授權程式確實存在缺陷，您（而不是夏普或夏普授權代表）必須承擔所有必要的維修、修理或更正之全部費用。某些管轄地區不容許排除默許保證，因此上述排除情況可能對您並不適用。

8. **責任限制**。對於因使用或無法使用授權程式或相關說明文件而造成的任何偶發、特殊、或續發性損毀，夏普在任何情況下（包括疏忽）概不負責，即使夏普或夏普授權代表已獲得此類損毀可能發生的通知。某些管轄地區不容許限制或排除對偶發或續發性損毀所必須承擔的責任，因此上述限制或排除情況可能對您並不適用。

   在任何情況下，夏普對於因損毀、損失以及訴訟理由（無論是依據合約、民事侵權行爲（包括疏忽），還是依據其他法律）而必須承擔的全部賠償責任，均不超過您在購買授權程式時所支付的總額。

9. **法律管制與可分性**。依據協定條款，本使用授權書將受美國法律的管制，及根據美國法律來詮釋。如果具有法定資格權限的法院，因任何原因發現本使用授權書的任何規定或其中一部份無法履行，則應該以可允許的最大限度來履行使用授權書中的該規定，以達到當事人的目的；而本使用授權書中的剩餘部份則應繼續地充分履行並具有法律效力。

10. **完整協定**。本使用授權書構成了涉及使用授權程式、相關說明文件及字型的當事人之間的完整協定，並且可以取代所有之前或同期的、有關此主題的任何書面或口頭的諒解或協定。除非以書面形式並經夏普正式授權代表簽名，否則對本使用授權書進行的任何修正或修改均不具有約束力。

SHARP CORPORATION

中國印製
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